

BUS 007 - Business Computer Lab

Course Outline – Spring Summer 2017
 Section 010 - Tuesday, 11:00 - 12:15, ED531

Instructor: Thomas Tse
 Office: ED 534
 Email: Thomas.Tse@uregina.ca or UR Courses Email (Preferred)
 Phone: 306-585-4725
 Office Hours: Tuesday: 9:30 to 10:30 a.m.
 Wednesday: 9:30 to 10:30 a.m.
 Or by appointment

Course Objective

This course is designed to develop students’ knowledge and practical skills in Microsoft Office suite. The knowledge and skills are nowadays essential in pursuing future business administration courses and engaging employment opportunities. At the completion of this course, students are able to utilize following applications to perform various tasks: word processing (Microsoft Word), spreadsheets (Microsoft Excel), presentation software (Microsoft PowerPoint), and databases (Microsoft Access).

Class Schedule

It is mandatory to attend the first day of class and four examinations during the semester. Tutorial sessions are optional.

Class	Date	Topic
1	May 16	First day of class Microsoft Excel – Tutorial 1
	May 23	Microsoft Excel – Tutorial 2
	May 30	Microsoft Excel – Tutorial 3
	June 6	Assignment #1 – due at 11:00 a.m.* Microsoft Access – Tutorial 1
	June 13	Microsoft Access – Tutorial 2
2	June 20	Exam #1 - Microsoft Excel Assignment #2 – due at 11:00 a.m.*
	June 27	No Class
	July 4	Microsoft Word – Tutorial
3	July 11	Exam #2 - Microsoft Access Assignment #3 – due at 11:00 a.m.*
	July 18	No Class
4	July 25	Exam #3 - Microsoft Word
	August 1	No Class
5	August 8	Exam #4 - Microsoft PowerPoint

* Assignments should be submitted on-line via UR Courses.

Grading

This course is a non-credit compulsory course in your Bachelor of Business Administration program. To pass the course, you **MUST** achieve **70% or higher** on the final score and attend **ALL** the scheduled exams. Your student ID is required to participate in all exams. **Note: you will perform exams on PC version of Microsoft Office.** Grade will be posted on UR Courses two weeks after each examination.

Assignment #1 - Microsoft Excel	4%
Assignment #2 - Microsoft Access	4%
Assignment #3 - Microsoft Word	4%
Exam #1 - Microsoft Excel	24%
Exam #2 - Microsoft Access	24%
Exam #3 - Microsoft Word	20%
<u>Exam #4 - Microsoft PowerPoint</u>	<u>20%</u>
Total	100%

You may defer an exam under critical or urgent circumstances. You must submit all supporting documents to the instructor minimal one week before the exam day. Note: permission must be obtained before the exam day in order to defer your exam. A doctor's certificate of proving illness may be required. Any absence in exam will receive a zero mark.

Assignments

It is important for students to complete all the assignments to practical your learning from course materials. All assignments must be submitted on-line via UR Courses. Answer for each assignment will be posted on UR Courses after the submission. **Late assignments will not be accepted.**

UR Courses

This course is supported and delivered by UR Courses. If you do not have your username and password, please go to UR Courses home page to create one. Course notes and reading materials will be posted on UR Courses.

Access to the courseware

To access the online courseware, you can go to <http://campus.coursepark.com/uregina/>. Your online courseware username and password has been sent to you through UR Courses Email.

System Requirements

The online courseware runs on Internet Browser (Internet Explorer, Mozilla Firefox, or Safari) with Java and pop-up. Mozilla Firefox is recommended. Please see step-by-step instruction on UR Courses.

Academic Misconduct and Plagiarism

Students are encouraged to interact with and learn from other students in this class. However, students are expected to behave with integrity. This includes adhering to Section 5.13 - Student Behaviour found in the 2016-2017 Academic Calendar. Plagiarism is a serious issue. Students who have plagiarized other's work will be identified as plagiarism. This will result in receiving a zero mark and may also face other academic consequences.

Special Need for Accommodation:

If you may have a special need for accommodation, please contact the Centre for Student Accessibility: <http://www.uregina.ca/student/accessibility>

Course Topics

Microsoft Office 2007: Excel

Getting Started with Excel 2007

- Spreadsheets and Excel 2007
- Create and Navigate Workbooks in Excel 2007
- Enter Data and Text in Excel 2007
- Save Work in Excel 2007
- Creating and Saving a Workbook in Excel 2007

Manipulating and Formatting Data and Worksheets

- Copy and Move Data in Excel 2007
- Modify Rows and Columns in Excel 2007
- Insert and Modify Worksheet in Excel 2007
- Working with Data and Workbooks in Excel 2007
- Copying and Moving Data and Worksheets
- Format Data in Excel 2007
- Format Data as a Table in Excel 2007
- Format Numbers in Excel 2007
- Conditional Formatting in Excel 2007
- Formatting Data in Excel 2007
- Formatting Data and Workbooks in Excel 2007

Reviewing and Printing in Excel 2007

- Excel 2007 Review Features
- Reviewing a Workbook in Excel 2007
- Prepare an Excel 2007 Worksheet for Printing
- Print Options in Excel 2007
- Changing Page Setup and Printing in Excel 2007

Excel 2007 Formulas and Functions

- Basics of Formulas and References in Excel 2007
- Insert Formulas in Excel 2007
- Entering a Formula with References in Excel 2007
- Perform AutoCalculate Functions in Excel 2007
- Logical, Financial, and Date Functions in Excel 2007
- Inserting Functions in Excel 2007
- Using Formulas and Functions in Excel 2007

Excel 2007 Charts, Pictures, Themes, and Styles

- Using Charts in Excel 2007
- Updating Charts in Excel 2007
- Adding Charts to Workbooks in Excel 2007
- Insert Illustrations in Excel 2007
- Use Excel 2007 Themes and Styles
- Adding Visual Elements to Excel 2007
- Applying Styles and Themes in Excel 2007

Advanced Formatting in Excel 2007

- Format Charts in Excel 2007
- Modify Pictures in Excel 2007
- Modifying Charts and Pictures
- Create and Edit Excel 2007 Custom Number Formats
- Use Advanced Conditional Formatting in Excel 2007
- Creating Custom and Conditional Formats in Excel 2007
- Using Advanced Formatting in Excel 2007

Advanced Data Management in Excel 2007

- Sorting and Filtering Data in Excel 2007
- Subtotal, Group, and Outline Data in Excel 2007
- Subtotaling, Filtering and Grouping Data in Excel 2007
- Organizing Worksheet Data
- Validate Data in Excel 2007
- Audit and Correct Formulas in Excel 2007
- Formula Auditing and Data Validation in Excel 2007

Advanced Customization in Excel 2007

- Creating Templates in Excel 2007
- Customizing Themes and Styles in Excel 2007
- Customizing Workbook Setting in Excel 2007
- Customizing Excel 2007 Workbooks
- Record and Run as Excel 2007 Macro
- Work with Excel Macro
- Recording a Macro in Excel 2007

Analyzing Data in Excel 2007

- PivotTable Reports in Excel 2007
- Excel 2007's PivotTable Tools
- PivotChart Reports in Excel 2007
- Calculations in Excel 2007 PivotTables Reports
- Creating Pivot Table Reports in Excel 2007
- Creating PivotChart Reports for Data Analysis
- Work with Goal Seek and Solver in Excel 2007
- Create Scenarios in Excel 2007
- Create a Data Table and Project Values in Excel 2007
- Use Advanced Functions in Excel 2007
- Performing Advanced Data Analysis in Excel 2007

Protecting and Sharing Excel 2007 Workbooks

- Worksheet and Workbook Protection in Excel 2007
- Authenticate Workbooks with Excel 2007
- Protecting Workbooks in Excel 2007
- Share Workbooks in Excel 2007
- Publish Excel 2007 Workbooks to SharePoint
- Sharing Workbooks Among Multiple Users in Excel 2007

Exchanging Data with Excel 2007

- Link, Import, and Embed Data in Excel 2007
- Create Database Queries in Excel 2007
- Import Excel 2007 Data into Other Applications
- Working with Data from Other Applications in Excel 2007
- Retrieving External Data with Excel 2007
- Introduction to XML in Excel 2007
- Work with XML Data in Excel 2007
- Using XML Data in Excel 2007

Microsoft Office 2007: Access

Getting Started with Access 2007

- Plan an Access 2007 Database
- Get Started with Access 2007
- Navigating and Using Access Help
- Creating Databases in Access 2007
- Components and Views of an Access 2007 Database
- Creating and Viewing an Access 2007 Database

Basic Access 2007 Tables

- Creating Tables in Access 2007
- Using the Design and Datasheet Views in Access 2007
- Modifying Tables in Access 2007
- Using Masked Input Fields and Indexing in Access 2007
- Creating and Modifying a table in Access 2007
- Manipulating Data in Record in Access 2007
- Setting up Relationships between Access 2007 Tables
- Filtering Data and Creating Table Relationships in Access 2007
- Creating a Relational Database in Access 2007

Basic Access 2007 Forms

- Create Forms in Access 2007
- Add and Configure Controls in Access 2007
- Create and Configure Bound Controls in Access 2007
- Creating a Form with Controls in Access 2007
- Customizing and Formatting Forms in Access 2007
- Creating and Managing Records in Access 2007
- Formatting Forms and Managing Records in Access 2007

Queries and Reports in Access 2007

- Creating Queries in Access 2007
- Refine a Query in Access 2007
- Add Calculations to a Query in Access 2007
- Crosstab Queries in Access 2007
- Unmatched and Duplicate Queries in Access 2007
- Creating and Modifying an Access 2007 Query
- Creating and Using Reports in Access 2007
- Adding Controls to Access 2007 Reports
- Organizing Access 2007 Reports
- Creating and Modifying an Access 2007 Report

Importing and Exporting Data and Data Presentation in Access 2007

- Import Data into Access 2007
- Export Data from Access 2007
- Collect Data Using E-mail Messages
- Importing and Exporting Data in Access 2007
- Create and Modify a PivotTable in Access 2007
- Create and Modify a PivotChart in Access 2007
- Creating PivotTable and PivotChart in Access 2007

Advanced Data Management in Access 2007

- Retrieve Related Data in Access 2007
- Working with the Attachment Feature in Access 2007
- Validate Data in Access 2007
- Retrieving and Validating Data in Access 2007
- Using Subforms, Subreports, and Conditional Formatting in Access 2007
- Adding Subforms, Subreports, and Formatting to an Access 2007 Database
- Joins and Parameter Queries in Access 2007
- Action Queries in Access 2007
- Access 2007 Queries and SQL

Programmability and Administration in Access 2007

- Introducing SharePoint and Access 2007
- Working with Access 2007 and SharePoint Lists
- Working Offline and Tracking Access 2007 Data
- Using SharePoint with Access 2007
- Use Macro in Access 2007
- VBA in Access 2007

Database Administration in Access 2007

- Personalize Access 2007
- Access 2007 Maintenance and Management
- Personalizing and maintaining a database in Access 2007
- Optimize Access 2007 Database performance
- Optimizing a Database in Access 2007
- Secure Database information in Access 2007
- Set a password and secure VB code in Access 2007
- Share a Database in Access 2007
- Securing and Sharing an Access 2007 Database
- Create a Switchboard in Access 2007

Microsoft Office 2007: Word

Getting Started with Word 2007

- Starting working in a New Word 2007 Document
- The Word 2007 Screen
- Navigating Documents in Word 2007
- Wording in a Word 2007 Document

Working with Text and Paragraphs in Word 2007

- Word 2007's Formatting Features
- Format Text in Word 2007
- Cut, Copy, and Paste Text in Word 2007
- Formatting Text and Adding a Symbol in 2007
- Set Margins and Indents in Word 2007
- Work with Paragraph in Word 2007
- Formatting Paragraph in Word 2007

Structuring, Editing, Saving, and Opening Documents in Word 2007

- Insert Page and Section Breaks in Word 2007
- Adjust Spacing and Inserting Columns in Word 2007
- Use Basic Editing Tools in Word 2007
- Editing and Formatting a Word 2007 Document
- Save and Open Word 2007 Document
- Save Word 2007 Documents in Different Formats
- Saving Documents and Modifying Save Options in Word 2007

Printing, Help, and Automated Formatting in Word 2007

- Preview and Print a Document in Word 2007
- Use Word 2007's Help and Research Options
- Using Help, Research, and Printing in Word 2007
- Use Word 2007's Style Options
- Use Word 2007's AutoCorrect Features
- Using Word 2007's Style and AutoCorrect Tools
- Use Word 2007's Templates
- Use Word 2007's Building Blocks
- Creating Templates and Building Blocks in Word 2007
- Creating a Formal Letter in Word 2007

Working with Documents in Word 2007

- Headers, Footers and Page Numbers in Word 2007
- Navigate Word 2007 Documents using Views
- Navigate using Line Numbers, Thumbnails, and Document Map
- Using Word 2007 Headers, Footers, and Views
- Using Word 2007's Drawing Tools
- Inserting WordArt and Shape in Word 2007
- Work with Pictures and SmartArt graphics in Word 2007
- Inserting a Picture and a SmartArt in Word 2007

Advanced Formatting in Word 2007

- Page Formatting in Word 2007
- Watermarks and Backgrounds in Word 2007
- Themes and Document Statistics in Word 2007
- Applying Page Borders and Themes
- Footnotes and Endnotes in Word 2007
- Adding and Revising Endnotes in Word 2007

Advanced Document Navigation and Document Reviews in Word 2007

- Creating Tables of Contents in Word 2007
- Hyperlinks and Bookmarks in Word 2007
- Create Indexes and Cross-References in Word 2007
- Using Tables of Contents, Hyperlinks, and Indexes
- Creating a document with references
- Document Review Features in Word 2007
- Conducting a Document Review in Word 2007
- Document Recovery in Word 2007
- Backing Up and Repairing Word 2007 Documents
- Recovering and Repairing Document in Word 2007

Using Tables, Charts, and Graphics in Word 2007

- Create Tables in Word 2007
- Formatting Tables
- Modify Table Structure in Word 2007
- Sort Table Data in Word 2007
- Creating, Formatting, and Modifying a Word 2007 Table
- Creating and Formatting a Table in Word 2007
- Create Word 2007 Tables from Excel
- Working with Charts in Word 2007
- Inserting Excel Worksheets and Charts in Word 2007

Advanced Data Manipulation Features in Word 2007

- Use Forms in Word 2007
- Use Fields in Word 2007
- Working with Forms and Fields in Word 2007
- Use Mail Merge features in Word 2007
- Working with Mail Merge Data in Word 2007

Advanced Document Features in Word 2007

- Using Macros in Word 2007
- Recording and Editing Macros in Word 2007
- Customizing Word 2007's Interface
- Customizing Word 2007
- Creating Macros in Word 2007
- Use Master Documents in Word 2007
- Manage Master Documents in Word 2007
- Creating and Modifying Master Documents in Word 2007

Collaborative Features in Word 2007

- Securing Document Formatting in Word 2007
- Document Protecting in Word 2007
- Managing Document Security and Protecting Documents
- SharePoint Collaboration in Word 2007
- Using a Document Library in Word 2007
- Securing and Protecting a Word 2007 Document
- Working with HTML in Word 2007
- Creating Blogs in Word 2007
- Working with WebPages and Blogs

Getting Started with PowerPoint 2007

- First Steps in PowerPoint 2007
- Creating Your First Presentation in PowerPoint 2007
- Using Views in PowerPoint 2007
- Creating a Basic Presentation in PowerPoint 2007
- Using the Help Features in PowerPoint 2007
- Getting Help in PowerPoint 2007

Adding Graphics to Presentations in PowerPoint 2007

- Using Themes in PowerPoint 2007
- Inserting Objects in PowerPoint 2007
- SmartArt graphics in PowerPoint 2007
- Using Themes and SmartArt in PowerPoint 2007
- Creating Charts and Tables in PowerPoint 2007
- Formatting Charts and Tables in PowerPoint 2007
- Creating a Chart in PowerPoint 2007

Adding Multimedia and Animations to Presentations

- Inserting Multimedia in PowerPoint 2007
- Animating Slide Content in PowerPoint 2007
- Creating an Animated PowerPoint 2007 presentation
- Specifying Slide Transitions in PowerPoint 2007
- Adding Navigation Elements in PowerPoint 2007
- Adding Transitions and Navigation in PowerPoint 2007

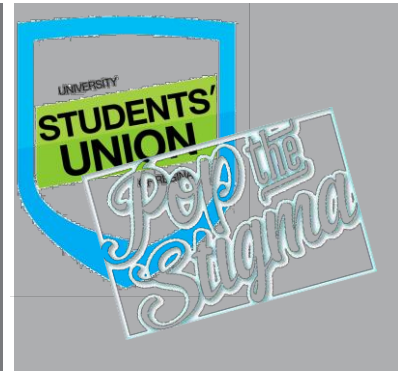
Creating Custom Slide Shows in PowerPoint 2007

- Creating Custom Slide Shows in PowerPoint 2007
- Delivering Slide Shows in PowerPoint 2007
- Running PowerPoint 2007 Slide Shows

Distributing Presentations in PowerPoint 2007

- Securing and Printing Presentations in PowerPoint 2007
- Distributing Presentations in PowerPoint 2007
- Securely Publishing Presentations in PowerPoint 2007
- Emailing PowerPoint 2007 Presentations

University of Regina Counselling Services



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

