


Course Outline

School:	Business
Department:	Business Management
Course Title:	Applied Business Software 1
Course Code:	COMP 106
Course Hours/Credits:	56
Prerequisites:	N/A
Co-requisites:	N/A
Eligible for Prior Learning, Assessment and Recognition:	Yes
Originated by:	Kerri Shields
Creation Date:	Summer 2014
Revised by:	Kerri Shields
Revision Date:	Summer 2025
Current Semester:	Fall 2025
Approved by:	

Amanda Stone, Associate Dean/Dean
Business

Students are expected to review and understand all areas of the course outline. Retain this course outline for future transfer credit applications. A fee may be charged for additional copies. This course outline is available in alternative formats upon request.

Acknowledgement of Traditional Lands

Centennial is proud to be a part of a rich history of education in this province and in this city. We acknowledge that we are on the treaty lands and territory of the Mississaugas of the Credit First Nation and pay tribute to their legacy and the legacy of all First Peoples of Canada, as we strengthen ties with the communities we serve and build the future through learning and through our graduates. Today the traditional meeting place of Toronto is still home to many Indigenous People from across Turtle Island and we are grateful to have the opportunity to work in the communities that have grown in the treaty lands of the Mississaugas. We acknowledge that we are all treaty people and accept our responsibility to honor all our relations.

Course Description

Digital literacy skills in managing information and communication technology (ICT) are imperative in today's workplace as businesses continue to utilize technology to gain competitive advantage. College graduates who can locate, gather, and organize information using appropriate technology and information systems will be able to compete for employment and be more successful in their job roles.

In this course students are introduced to ICT (email, computer basics, Internet), word processing, and presentation software concepts. Students build technology skills as they conduct research, reference sources of information, apply effective communication skills, and organize and produce professional documents and presentations using Microsoft Windows, Outlook 365 Email, Internet, Microsoft Word, and Microsoft PowerPoint.

Students will have an opportunity to attempt the Microsoft Office Specialist (MOS) Word Associate Exam. MOS exams may be scheduled during class time or on weekends or evenings and must be proctored; therefore students will be provided the exam date/time early in the semester so as to arrange their schedules accordingly.

External Standard Information (ESI)

N/A

Program Outcomes

Successful completion of this and other courses in the program culminates in the achievement of the Vocational Learning Outcomes (program outcomes) set by the Ministry of Colleges and Universities in the Program Standard. The VLOs express the learning a student must reliably demonstrate before graduation. To ensure a meaningful learning experience and to better understand how this course and program prepare graduates for success, students are encouraged to review the Program Standard by visiting <http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/>. For apprenticeship-based programs, visit <https://www.skilledtradesontario.ca/about-trades/trades-information/>.

Course Learning Outcomes

The student will reliably demonstrate the ability to:

1. Demonstrate basic use of an operating system including an electronic file system.

2. Use and manage an email account so as to communicate effectively in a business context.
3. Produce business reports and other business documents using Microsoft Word software.
4. Create effective presentations using Microsoft PowerPoint software.
5. Use the Internet and other sources of information to locate, assess, and collect data required for research.
6. Identify sources of information gathered in order to give proper recognition to the works of others (e.g., avoid plagiarism).
7. Use appropriate technology to organize and present research findings in a form that will clearly be understood and accessible by the end users and management (e.g., tables, lists, citations, images; suitable language and terminology; free from spelling and grammatical errors; and appropriate electronic folder).

Essential Employability Skills (EES)

The student will reliably demonstrate the ability to*:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.

**There are 11 Essential Employability Skills outcomes as per the Ministry Program Standard. Of these 11 outcomes, the following will be assessed in this course.*

New Essential Skills (NES)

4. Evaluate, create and share meaning through the use of new technology and media in a responsible and ethical manner.
5. Explore, gather, interpret and visualize industry-relevant data to effectively communicate analytical insights for evidence-based decision making.
6. Work with others toward a common purpose.
7. Relate and engage effectively in complex situations across diverse groups and environments.

Global Citizenship and Equity (GC&E) Outcomes

N/A

Methods of Instruction

Lessons, Independent study/homework, Hands-on training/testing/projects.

Text and Other Instructional/Learning Materials

The costs of textbooks or other learning material are available through the Centennial College Bookstore <https://www.bkstr.com/centennialprogressstore/shop/textbooks-and-course-materials>.

Text Book(s):

Pearson MyLab with eText

Online Resource(s):

Pearson MyLab with eText, Internet

Material(s) Required for Completing this Course:

Pearson MyLab with eText, Internet, use of computer (on campus or personal)

Custom Courseware:

Pearson MyLab with eText

Please see the weekly topical outline for any Additional Learning Resources required for your section of this course.

Classroom and Equipment Requirements

Computer with Internet connection, email, MsOffice (Word and PowerPoint).

Evaluation Scheme

- Digital Literacy Assignment: Students submit certificates of completion from the Digital Literacy modules.
- Email Assignment: Students use Outlook 365 to submit an assignment which demonstrates their digital literacy skills using the Internet, Windows file Explorer, and email.
- MyLab PowerPoint Chapter Final Projects: Students submit MyLab chapter projects for PowerPoint Chapters 1-6. (6 x 4% each)
- MyLab PowerPoint Capstone Project: Students use MyLab to complete a comprehensive project for PowerPoint.
- Group PowerPoint Project: Students collaborate in groups to research an assigned topic and use PowerPoint to create a presentation that communicates their findings.
- MyLab Word Chapter Final Projects: Students submit MyLab chapter projects for Word Chapters 1-6. (6 x 4% each)
- MyLab Word Capstone Project: Students use MyLab to complete a comprehensive project for Word.
- MOS Word Associate Exam: Each student is given one attempt to complete the Microsoft Office Specialist (MOS) Word Associate exam, which evaluates proficiency in Microsoft Word and follows industry-standard criteria. The exam is proctored and completed individually. Students who achieve a score of 70% or higher will earn MOS certification.

Evaluation Name	CLO(s)	EES Outcome(s)	NES Outcome(s)	GCE Outcome(s)	Weight/100
Digital Literacy Assignment	1, 2, 5, 7	2, 6, 10	4		6
Email Assignment	1, 2, 5, 7	1, 6, 7, 10	4		4
MyLab PowerPoint Chapter Final Projects	4, 7	1, 6, 10	4, 5		24
MyLab PowerPoint Capstone Project	4, 5, 6, 7	1, 2, 6, 10	4, 5		6
Group PowerPoint Project	4, 5, 6, 7	1, 2, 6, 7, 9, 10	4, 5, 6, 7		10
MyLab Word Chapter Final Projects	3, 5, 6, 7	1, 2, 6, 7, 10	4, 5		24
MyLab Word Capstone Project	3, 4, 5, 6, 7	1, 2, 6, 7, 10	4, 5		6
MOS Word Associate Exam	3, 6, 7	2, 6, 10	4		20
Total					100%

If students are unable to write a test they should immediately contact their professor or program Associate Dean for advice. In exceptional and well documented circumstances (e.g. unforeseen family problems, serious illness, or death of a close family member), students may be able to write a make-up test.

All submitted work may be reviewed for authenticity and originality utilizing College approved plagiarism prevention software. Students who do not wish to have their work submitted to College approved plagiarism prevention software must, by the end of the second week of class, communicate this in writing to the instructor and make mutually agreeable alternate arrangements.

When writing tests, students must be able to produce official Centennial College photo identification or they may be refused the right to take the test or test results will be void.

Tests or assignments conducted remotely may require the use of online proctoring technology where the student's identification is verified and their activity is monitored and/or recorded, both audibly and visually through remote access to the student's computer and web camera. Students must communicate in writing to the instructor as soon as possible and prior to the test or assignment due date if they require an alternate assessment format to explore mutually agreeable alternatives.

Student Accommodation

The Centre for Accessible Learning and Counselling Services (CALCS) (<http://centennialcollege.ca/calcs>) provides programs and services which empower students in meeting their wellness goals, accommodation and disability-related needs. Our team of professional psychotherapists, social workers, educators, and staff offer brief, solution-focused psychotherapy, accommodation planning, health and wellness education, group counselling, psycho-educational workshops, adaptive technology, and peer support. Walk in for your first intake session at one of our service locations (Ashtonbee Room L1-04, Morningside Room 190, Progress Room C1-03, The Story Arts Centre Room 285, Downsview Room 105) or contact us at calcs@centennialcollege.ca, 416-289-5000 ext. 3850 to learn more about accessing CALCS services.

Use of Dictionaries

- Any dictionary (hard copy or electronic) may be used in regular class work.

Program or School Policies

Every assignment submitted to The Business School should follow APA referencing guidelines. This is expected and standard in both the academic world and the business world.

Please visit the link for more information on APA referencing guidelines:

<https://e.centennialcollege.ca/content/enforced/42585-SOBStudentToolkits.dev/The%20Business%20School%20APA%20referencing%20guidelines.pdf>

Course Policies

PASSING GRADE REQUIREMENT

To complete the course, students must submit a minimum of one assessment from each of the Word and PowerPoint sections and earn an overall course grade of 50% or higher.

PROCTORED ASSESSMENTS & TECHNOLOGY REQUIREMENTS

This course includes proctored assessments.

On-campus students will complete these assessments during regularly scheduled class times under the professor's supervision. Students enrolled in on-campus sections will have access to college-provided equipment required for course activities.

Online students will be provided with flexible time slots, including evening or weekend options, to complete their assessments.

Participation in online proctored assessments requires:

- * A reliable laptop or desktop computer
- * A stable internet connection
- * A working webcam

By enrolling in this course, students consent to the use of their personal information as necessary for course administration and academic evaluation.

Missed Assessments:

Students who miss a scheduled assessment (online or in-person) will receive a grade of zero. Students requesting accommodation with a valid reason for absence should:

- * Email the professor within 48 hours of the missed assessment.
- * Provide valid, professional documentation (as defined by College policy).

Note: Approval of make-up assessments is not guaranteed and is at the discretion of the professor and subject to College policy.

LATE SUBMISSION POLICY

Assignments must be submitted by the stated deadline. Late submissions are subject to a 20% deduction per day, including weekends and holidays. Don't submit late. There will be no penalty for late work if the student provides valid documentation of a justifiable delay, subject to the College policy.

Assessments cannot be submitted after the final day of the semester.

Students are responsible for notifying their professor as early as possible if they experience circumstances that may affect their performance. Special consideration requests must follow official College procedures. Failure to communicate promptly may jeopardize eligibility for academic appeals.

College Policies

Students should familiarize themselves with all College Policies that cover academic matters and student conduct.

All students and employees have the right to study and work in an environment that is free from discrimination and harassment and promotes respect and equity. Centennial policies ensure all incidents of harassment, discrimination, bullying and violence will be addressed and responded to accordingly.

Academic Honesty

Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Forms of academic dishonesty include cheating, plagiarism, and impersonation, among others. Breaches of academic honesty may result in a failing grade on the assignment or course, suspension, or expulsion from the college. Students are bound to the College's AC100-11 Academic Honesty and Plagiarism policy.

To learn more, please visit the Libraries information page about Academic Integrity

<https://libraryguides.centennialcollege.ca/academicintegrity> and review Centennial College's Academic Honesty Module:

https://myappform.centennialcollege.ca/centennial/articulate/Centennial_College_Academic_Integrity_Module_%202/story.html

Use of Lecture/Course Materials

Materials used in Centennial College courses are subject to Intellectual Property and Copyright protection, and as such cannot be used and posted for public dissemination without prior permission from the original creator or copyright holder (e.g., student/professor/the College/or third-party source). This includes class/lecture recordings, course materials, and third-party copyright-protected materials (such as images, book chapters and articles). Copyright protections are automatic once an original work is created, and applies whether or not a copyright statement appears on the material. Students and employees are bound by College policies, including AC100-22 Intellectual Property, and SL100-02 Student Code of Conduct, and any student or employee found to be using or posting course materials or recordings for public dissemination without permission and/or inappropriately is in breach of these policies and may be

sanctioned.

For more information on these and other policies, please visit www.centennialcollege.ca/about-centennial/college-overview/college-policies.

Students enrolled in a joint or collaborative program are subject to the partner institution's academic policies.

PLAR Process

This course is eligible for Prior Learning Assessment and Recognition (PLAR). PLAR is a process by which course credit may be granted for past learning acquired through work or other life experiences. The PLAR process involves completing an assessment (portfolio, test, assignment, etc.) that reliably demonstrates achievement of the course learning outcomes. Contact the academic school to obtain information on the PLAR process and the required assessment.

This course outline and its associated weekly topical(s) may not be reproduced, in whole or in part, without the prior permission of Centennial College.

Topical Outline (subject to change):

ORIGINAL TOPICAL

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
1	<p>Course Overview</p> <p>eCentennial Overview</p> <p>myCentennial Overview</p> <p>Digital Literacy</p>	<p>Course Outline</p> <p>College Policies</p> <p>Digital Literacy: Working with Computers and Devices</p>	<ul style="list-style-type: none"> •Review the Course Outline •Explore Learning Management System (LMS) – eCentennial •Discuss Academic Honesty •Describe the primary parts of a computer and the use of each part •Explain how to organize files and folders in Windows operating system •Describe how to conduct a simple Internet keyword search using a search engine •Explore the fundamentals working with an operating system and working with application software 	<p>Discussion, Lesson, Demonstration, Video, Hands-on exercises</p>		
2	<p>Windows and File Management</p> <p>College Systems Overview</p> <p>Using Email Professionally</p> <p>Internet Searches and Safety</p> <p>Digital Literacy</p>	<p>Digital Literacy: Learning Outlook Desktop (Office/Microsoft 365)</p> <p>Digital Literacy: Working and Collaborating Online</p>	<ul style="list-style-type: none"> •Review College systems: myCentennial, H:\Drive, Email •Apply Email settings to Microsoft Outlook 365 •Create, copy, delete files and folders in Windows Explorer •Describe how the Internet works and best practices for using information found on the Web •Use an Internet browser to search for information •Describe safety risks associated with using 	<p>Discussion, Lesson, Demonstration, Video, Hands-on exercises</p>	<p>Digital Literacy Assignment (6%) DUE</p>	

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
			the Internet and best practices for online safety			
3	Introduction to PowerPoint Effective Presentation Development	MyLab PowerPoint Chapter 1: Introduction to PowerPoint: Create a Basic Presentation MyLab PowerPoint Chapter 2: Effective Presentation Development: Enhance Presentation and Design Multimedia	<ul style="list-style-type: none"> •Create a new presentation and add a title slide •Add presentation content •View, rearrange slides, delete slides •Insert and modify pictures •Use SmartArt and WordArt •Configure a presentation for distribution •Present and distribute a slide show •Plan slides using design principles •Create shapes •Format shapes •Working with icons and illustrations •Apply animation to slide content •Modify animations and apply transitions •Add video and use video tools •Add audio and use audio tools 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab PowerPoint Chapter Final Project: Chapter 1 DUE (4%) MyLab PowerPoint Chapter Final Project: Chapter 2 DUE (4%) Email Assignment (4%) DUE	
4	Presentation Enhancement Presentation Refinement	MyLab PowerPoint Chapter 3: Presentation Enhancement: Organizing Presentation Content MyLab PowerPoint Chapter 4: Presentation Refinement: Manipulate Objects and	<ul style="list-style-type: none"> •Create, modify, and work with SmartArt shapes •Insert, format, and modify tables •Insert and modify charts •Embed and link objects •Work with multiple objects 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab PowerPoint Chapter Final Project: Chapter 3 DUE (4%) MyLab PowerPoint Chapter Final	

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
		Presentation Effects	<ul style="list-style-type: none"> •Transform a picture •Animate objects •Apply advanced animations and transitions 		Project: Chapter 4 DUE (4%)	
5	Presentation Customization Presentation Finalization	MyLab PowerPoint Chapter 5: Customization: Customize a Presentation MyLab PowerPoint Chapter 6: Presentation Finalization: Collaborate, Review, and Distribute a Presentation	<ul style="list-style-type: none"> •Modify the slide master •Modify slide layout masters •Modify handout and notes masters •Create a custom template •Create a photo album presentation •Set and edit photo album options •Insert and use hyperlinks •Work with actions and action buttons •Work with markup •Work with comments and collaborate on presentations •Organize a presentation with sections and zoom •Develop custom shows •Rehearse a presentation •Finalize presentation information •Protect a presentation •Share a presentation 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab PowerPoint Chapter Final Project: Chapter 5 DUE (4%) MyLab PowerPoint Chapter Final Project: Chapter 6 DUE (4%)	
6	Catch up and Complete all MyLab PowerPoint Chapters	Review MyLab PowerPoint Chapters 1-6	Summative PowerPoint Assessment	Summative Assessment	MyLab PowerPoint Capstone	

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
	MyLab PowerPoint Capstone Project				Project DUE (6%)	
7	Group PowerPoint Presentation	Review MyLab PowerPoint Chapters 1-6	Summative PowerPoint Assessment	Summative Assessment	Group PowerPoint Presentation DUE (10%)	
8	Introduction to Word Document Presentation	MyLab Word Chapter 1: Introduction to Word: Organize a Document MyLab Word Chapter 2: Document Presentation: Document Appearance and Graphics	<ul style="list-style-type: none"> •Begin and edit a document •Customize Word •Modify a document •Apply styles •View a document in different ways •Save and share documents •Prepare a document for distribution •Apply font attributes •Format a paragraph •Work with graphic objects •Modify graphic objects 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab Word Chapter Final Project: Chapter 1 DUE (4%) MyLab Word Chapter Final Project: Chapter 2 DUE (4%)	
9	Document Productivity	MyLab Word Chapter 3: Document Productivity: Work with Tables and Mail Merge	<ul style="list-style-type: none"> •Insert and format a table •Manage table data •Enhance table data •Create a mail merge document •Complete a mail merge 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab Word Chapter Final Project: Chapter 3 DUE (4%)	
10	Research and Collaboration	MyLab Word Chapter 4: Research and Collaboration: Produce	<ul style="list-style-type: none"> •Use a writing style and acknowledge sources •Create and modify footnotes and endnotes 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab Word Chapter Final Project:	

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
		Professional Papers	<ul style="list-style-type: none"> •Explore special features •Track changes •Review document comments •Use OneDrive for file storage •Use OneDrive to share and collaborate 		Chapter 4 DUE (4%)	
11	Document Publications	MyLab Word Chapter 5: Document Publications: Document Publications and Forms	<ul style="list-style-type: none"> •Design a newsletter •Apply design features •Build a webpage •Publish a webpage •Create an electronic form •Enable form protection 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab Word Chapter Final Project: Chapter 5 DUE (4%)	
12	Document Management	MyLab Word Chapter 6: Document Management: Creation, Automation, and Protection	<ul style="list-style-type: none"> •Select and create a template •Use building blocks •Customize theme settings •Compare and combine documents •Create a macro •Understand macro security •Apply document restrictions •Work with passwords 	Discussion, Lesson, Demonstration, Video, Hands-on exercises	MyLab Word Chapter Final Project: Chapter 6 DUE (4%)	
13	Catch up and Complete all MyLab Word Chapters MyLab Word	Review MyLab Word Chapters 1-6	Summative Word Assessment	Summative Assessment	MyLab Word Capstone Project DUE (6%)	

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name and Weight	Evaluation Date
	Capstone Project					
14	Microsoft Office Specialist (MOS) Word Associate Exam	Review MyLab Word Chapters 1-6	Summative Word Assessment	Summative Assessment	MOS Word Associate Exam DUE (20%)	