

# CERD1902C Business Communication

## COURSE OUTLINE 2004

Unit Value:	2
Contact Hours:	5 hours of contact per week
Course Coordinator:	Noela Kilminster Room 8117 - 205 Phone 54601676 (50676 internally) email n.kilminster@uq.edu.au

*Any student with a disability who may require alternative academic arrangements in the course is encouraged to seek advice at the commencement of the semester from a Disability Adviser at Student Support Services*

### Course Purpose

The aim of this course is to develop students' skills in:

- Business communication, in recording, storage, and processing into summary statements, of physical and financial forms of business information
- Computing, in particular word processing, spreadsheets, presentation, email and use of the Internet

### Course Objectives

On completion of this course, students will be able to:

- Describe the components of management of rural enterprises as outlined in the "management model"
- Describe the functions of business recording systems
- Describe the business correspondence cycle
- Create a cash book
- Reconcile a cash book with a bank statement
- Produce a cash flow statement from a cash book.
- Use *Microsoft Word* to produce basic business correspondence and statements
- Use *Microsoft Excel* to produce basic business records and statements
- Use *Microsoft PowerPoint* to produce a slide presentation
- Use email and the Internet for farm office applications

## Course Content

- The management model
- Business recording systems, purposes and functions
- Business correspondence cycle
- Single entry recording, cash books and associated business records
- Summary statement outputs from business recording systems
- The electronic office: use of business communication technologies including computer-based word-processing, spreadsheet, presentation, email and the Internet.

## Assessment

Quizzes	20%
Computing Applications	30%
Final Exam	50%

### Quizzes

The progressive assessment will comprise 4 quizzes. These will be held during the normal time-tabled class contact time and will 'pop up' randomly. Each will be of 20 to 30 minutes duration. The best 3 marks out of the 4 quizzes will be included in the final assessment for this course. If fewer than 3 scores are available, students will be required to justify why they should receive any consideration for the missed quizzes. Normally, a medical certificate will be required.

### Computing Test

Practical tests of competency in the computing skills taught in this course will be conducted during the semester.

### Final Examination

The final examination will be of 2 hours duration and will be held as a centrally administered exam during the scheduled examination period (10 – 22 November). Both the lecture and computing components of the course will be examined.

Students are required to meet the requirements for each component of assessment in order to obtain a passing grade. Students must pass the final examination as well as passing the progressive assessment. If a student passes the course overall, but fails the final examination, their result will be a grade of 2.

## References

There are many relevant references in the Gatton Campus Library, both to the use of *Microsoft Office* and basic farm management. The following are suggested as a guide:

Anon 1997, *The Beginner's Guide. Microsoft Office 97 : Everything you need to learn and use*. Access Pub., Bellevue, WA

Wang, W. and Parker R. C. 1999, *Microsoft Office 2000 for Windows for Dummies*, IDG Books Worldwide, Foster City, CA

Kay, R.D. and Edwards, W.M. 1999, *Farm Management*, 4<sup>th</sup> edn, McGraw-Hill, Boston

Makeham, J.P. and Malcolm, L.R. 1993, *The Farming Game Now*, Cambridge University Press, Melbourne.

## Attendance

Students are expected to attend all classes.

However, no record of attendance will be maintained. Failure to attend classes will result in missed “pop up” quizzes, thereby reducing the possibility of achieving a high grade in this course.

## Study Program

The following table outlines the topics and activities which will be studied each week. The table should be taken as a guide; the program will be adjusted as the need arises throughout the semester.

<b>Week</b>	<b>Lecture Topic</b>	<b>Computing Activity</b>
<b>1</b> 26 July	Introduction The Management Model	Introduction to Computing
<b>2</b> 2 August	The farm office Business recording systems The business correspondence cycle	Word - Making and editing documents
<b>3</b> 9 August		Word - Giving the text a makeover
<b>4</b> 16 August	Physical records	
<b>5</b> 23 August	Cash books	Word - Columns and Tables Spell Checking Printing
<b>6</b> 30 August	Reconciliation of cash books with bank statements	Excel – Introduction
<b>7</b> 6 September	Cash books continued	Excel – Formulae & Functions
<b>8</b> 13 September	Cash books continued	Excel – Charts & Graphs
<b>9</b> 20 September	Cash books continued	Email and Internet applications
<b>10/11</b> 27 Sept – 8 Oct	<b>Semester Break</b>	
<b>12</b> 11 October	Cash Flow Statements	PowerPoint Presentations
<b>13</b> 18 October	Student Presentations	Student Presentations
<b>14</b> 25 October	Revision	
<b>15</b> 1 November	<b>Revision Period</b>	
<b>16/17</b> 8-20 November	<b>Examinations</b>	