



COURSE OUTLINE

BUS 172Z

MICROCOMPUTER APPLICATIONS WORD 2010

21 HOURS

1.5 CREDITS

Prepared By: _____ Date: _____
Christina Thomas, Instructor

Approved By: _____ Date: _____
Shelagh Rowles , Dean

YUKON COLLEGE

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Course Outline prepared by Christina Thomas, October, 2011.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

Bus 172 - Microcomputer Applications WORD 2010

Instructor:	Christina Thomas	Office	A2416
Email:	cthomas@yukoncollege.yk.ca		
Office Hours:	<ul style="list-style-type: none">• Fridays: 10 am to noon• or by appointment	Telephone	668-8755
Course Length:	21 hours	Credits:	1.5
Course Website:	http://dl1.yukoncollege.yk.ca/bus172z		
Last date to withdraw without academic penalty:	December 13, 2011		

COURSE DESCRIPTION:

BUS 172 is designed to provide students with a working ability in a word processing program in a business context. Often, the printed word is the primary contact between individuals in many business transactions. Business communications, should therefore, convey the information in a manner that is both visually appealing and easy to comprehend. In this course, we will work through preparing a variety of business documents using Microsoft Office Word 2010.

Course Prerequisites

Students are required to have:

- a working ability with Windows
- good keyboarding and mouse skills
- grammar and spelling skills

Course Transfer

No course transfers exist for this course.

Course Delivery

The course is offered in a self-study format with several additional aids, including a course Internet website, online tutorials and scheduled telephone tutorial office hours for students with questions about the course material. Videoconferencing may be available in select communities.

Students should be prepared to put in approximately 6-12 hours to complete each chapter in the text and to work on assignments and polish their skills. Students living in the Whitehorse area can schedule writing the exam by phoning Distributed Learning at 668-8851. Students outside the Whitehorse area can contact their local community campus to schedule the exam.

COURSE REQUIREMENTS:**Participation**

Students are required to work through the Labs (chapters) in the textbook, including the practice exercises in the back of each project. **Students are only required to hand in the assignments contained in the Assignment File that is included in your course materials package.** It is recommended that students complete the lab assignments as they complete each project in the text.

Learning Outcomes

The successful completion of BUS 172 indicates the student has demonstrated the ability to:

- Prepare error-free documents
- Use outlines to format documents and reports
- Use styles to prepare business correspondence, including letters, reports, and newsletters
- Use Word's merge tool to prepare, print and mail marketing promotions and letters
- Use Word's desktop publishing features to prepare a newsletter
- Use Word tables and graphing tools to enhance documents
- Use Word's collaborating tools to track changes

Plagiarism

Plagiarism involves representing the words of someone else as your own, without citing the source from which the material is taken. If the words of others are directly quoted or paraphrased, they must be documented according to standard procedures (APA). The resubmission of a paper for which you have previously received credit is considered a form of plagiarism.

Plagiarism is academic dishonesty, a serious academic offence, and will result in you receiving a mark of zero (F) on the assignment or the course. In certain cases, it can also result in dismissal from the college. And do not underestimate the impact such a situation will have on your reputation.

STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS:

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

Evaluation

Evaluation for the course will be based as follows:

Quizzes

There are five quizzes covering material from the first 5 Labs of the text. It is recommended that as you complete each Lab in the textbook, you complete the quiz for that Lab. Each quiz will be worth 6% of the final mark.

Assignments

There will be one textbook and one major assignment for the course.

The *textbook assignment question (5% value)* : you should begin this assignment upon completion of Lab 3 in the textbook. This assignment will be due before the final exam.

The *major assignment (20% value)* will require students to use the tools and techniques learned in the course and will provide practical experience in the design and production of a newsletter. It is recommended that you begin working on this assignment upon completion of Labs 3 and 4 in the textbook. The major assignment is due before the final exam.

Final Exam

A final exam covering all aspects of the course will need to be scheduled no later than January 24, 2012. The final exam will test concepts covered during the entire course and will require students to use many of the tools and techniques in a practical manner. The final exam will be three hours in length.

Evaluation	Component	Weight
	Quizzes (6% each)	30%
	Assignments	25%
	Final Exam	45%
	Total	100%

COURSE REQUIREMENTS

Supplies

Students will submit the assignments by email and will receive confirmation of receipt of the assignment. E-mailed assignments that are not received will be considered as not having been submitted.

Note-taking materials will also be required.

Textbook

There is one required textbook for the course:

O'Leary, Timothy J. and O'Leary, Linda I.: The O'Leary Series – Microsoft Word 2010: A Case Approach ISBN 9780077331276 (McGraw Hill)

Syllabus – Please see the detailed syllabus on the course web site.

Lab	Topic
1	Course Introduction Creating and Editing a Word Document
2	Revising and Refining a Document
3	Creating Reports and Tables
4	Creating a Newsletter <i>Textbook Assignment is due at the beginning of class</i>
5	Creating Memos, Complex Tables, Charts and Diagrams
6	Creating Forms, Form Letters and Collaborating Documents <i>Course Assignment is due at the beginning of class</i>
	Final Examination