



COURSE OUTLINE

BUS 172

MICROCOMPUTER APPLICATIONS WORD

24 HOURS

1.5 CREDITS

Prepared By: _____ Date: _____
Christina Thomas, Instructor

Approved By: _____ Date: _____
Shelagh Rowles , Dean

YUKON COLLEGE
Copyright June, 2011

All rights reserved. No part of this material covered by this copyright may be reproduced or utilized in any form or by any means, electronic or mechanical, traded, or rented or resold, without written permission from Yukon College.

Course Outline prepared by Christina Thomas, August, 2011.

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

Bus 172 - Microcomputer Applications WORD

| | | | |
|----------------------|----------------------------|------------------|----------|
| Instructor: | Christina Thomas | Office | A2416 |
| Email: | cthomas@yukoncollege.yk.ca | | |
| Office Hours: | By appointment | Telephone | 668-8755 |

| | | | |
|-----------------------|----------|-----------------|-----|
| Course Length: | 24 hours | Credits: | 1.5 |
|-----------------------|----------|-----------------|-----|

Course Days/Times: Wednesdays, September 7 – October 19, 2011

Classroom No.: A2702

| | |
|--|--------------------|
| Last date to withdraw without academic penalty: | September 21, 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

Course instruction will be “hands on” and instruction will take place in the lab. Each class will be part of a course-long project and upon completion of the course, students will have prepared a variety of documents using many of the tools and techniques of the program. Classes are 3 hours in length and students will use the concepts covered in the class. Students should also plan on spending extra hours throughout the week to complete the practice labs at the end of each chapter, study for weekly quizzes and work on the course assignments.

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

REQUIREMENTS**Attendance**

Attendance is mandatory. A student may be dismissed from a course if more than ten percent (10%) of the scheduled contact hours are missed in any one course (Yukon College Academic Regulations, 4.01). Dismissal from a course may result in loss of full-time status and loss of scholarship funding.

Missing a quiz or examination (arriving too late to write or absent from the class) normally means forfeiture of the mark. An opportunity to write a missed quiz will be granted only for documented medical illness or similar emergency. Vacation scheduling is not an acceptable excuse for missing or re-scheduling a quiz or examination.

Conduct

In the interest of minimizing distractions during class, students are asked not to perform the following activities during class time:

- Sending or receiving email, chatting online, or text messaging
- Surfing the Internet
- Downloading or transferring files from the Internet
- Playing computer games

There may be instances where your instructor may ask you to do the above during class, in which case these activities would be acceptable. Students will receive a verbal warning the first time they are caught doing the above. The second time a written warning will be given. A third offence will result in being required to leave the class.

Students are asked not to use cell phones during class. Cell phone ringers must be turned off during class time.

Dishonesty and Plagiarism

The assignments are individual assignments and group submissions are not permitted. All submissions should be original work prepared for that specific assignment. To copy another person's work or present it as your own will result in penalties. Note that plagiarism is defined not only as submitting someone else's work as yours, but also includes submitting the same assignment for more than one course without the explicit permission of the instructor. The penalties for plagiarism include receiving a mark of 0 for the assignment, a mark of F for the course and expulsion from the College.

EVALUATION

Evaluation for the course will be based as follows:

Quizzes

Five quizzes covering material from the previous week's class will be held each week commencing on the second class. Each quiz will be worth 6% of the final mark. Quizzes will be held at the beginning of each class. Quizzes may not be rescheduled, except for exceptional circumstances and only where prior arrangements have been made with the instructor.

Assignments

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

The *textbook assignment question (5% value)* will be assigned during the third class and will be due at the beginning of the next class (September 28, 2011). Late assignments will be penalized 10% per working day.

The *major assignment (20% value)* will require students to use the tools and techniques learned in class and will provide practical experience in the design and production of a newsletter. The major assignment will be handed out during the third class, and students will have until the sixth class (October 12, 2011) to complete the assignment. Late assignments will be penalized 10% per working day.

Final Exam

A final exam covering all aspects of the course will be scheduled for the seventh class, October 19, 2011. 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.

Missing a quiz or examination, (either by absence or arriving late) will normally mean forfeiting the mark for that quiz or exam. The opportunity to write a missed quiz may be granted if a valid reason, - *documented medical illness or emergency* - can be provided. Students requesting extensions on assignments should note that extensions are granted for extraordinary circumstances only and will not be granted after the deadline for submission for any reason.

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

COURSE REQUIREMENTS

Supplies

Students will submit the assignments to a secure folder, details on submitting will be provided by the second class. Floppy disks will not be accepted for submission of assignments. It is recommended that students purchase a USB disk drive. While assignments may be submitted by email, you should be aware that there is no guarantee that e-mail will arrive at its destination or that it will do so in a timely manner. 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

| Date | Topic |
|--------------------|---|
| September 7, 2011 | Course Introduction Creating and Editing a Word Document |
| September 14, 2011 | Revising and Refining a Document |
| September 21, 2011 | Creating Reports and Tables |
| September 28, 2011 | Creating a Newsletter <i>Textbook Assignment is due at the beginning of class</i> |
| October 5, 2011 | Creating Memos, Complex Tables, Charts and Diagrams |
| October 12, 2011 | Creating Forms, Form Letters and Collaborating Documents <i>Course Assignment is due at the beginning of class</i> |
| October 19, 2011 | Final Examination |