Yukon University

COURSE OUTLINE

COMP 161
MICROCOMPUTER APPLICATIONS FOR BUSINESS

3 CREDITS

PREPARED BY: Annie-Claude Letendre, Instructor
DATE: June 8, 2020

APPROVED BY: Ernie Prokopchuk, Dean
DATE: August 21, 2020

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RENEWED BY SENATE: Click or tap to enter a date
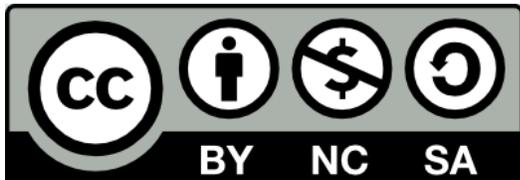
MICROCOMPUTER APPLICATIONS FOR BUSINESS

INSTRUCTOR: Annie-Claude Letendre	**OFFICE HOURS: tbd**
OFFICE LOCATION: A2208	**CLASSROOM: online**
E-MAIL: aletendre@yukonu.ca	**TIME: T, TH 1:00-2:25 PM**
TELEPHONE: 867 456-6984	**DATES: Sept. 1st – Dec 8th**

COURSE DESCRIPTION

The goal of COMP 161 is for students to become independent and effective computer application users, in both their current studies and future careers. The course will provide students with hands-on interaction with common applications for analysis and problem-solving. It is not a training course in specific software. Students will have practical knowledge of common business situations in a multination's context in which computer applications are used. The course is intended to provide students with a foundation for further independent learning.

PREREQUISITES

Students are required to have a working ability with Windows, good keyboarding and mouse skills, grammar and spelling skills along with good skills in problem-solving mathematics. Video tutorial information will be available in the Learning Commons for students to work through on a self-study basis outside of class time to familiarize themselves with the basics of the software application programs used in class. (Note that students are expected to have those abilities in mathematics normally indicated by a minimum grade of 75% in Grade 11 math or 75% in MATH 050 prior to entering the course).

RELATED COURSE REQUIREMENTS

Windows computer required with Microsoft Office 2016 installed.

EQUIVALENCY OR TRANSFERABILITY

Transferability will be determined by the receiving institution.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Create business correspondence (letters, proposals and reports) effectively using templates, styles and mail merge.
- Create appropriate charts to properly represent the analysis of business data.
- Apply the elements of a good business presentation using appropriate computer applications.
- Create a basic web page for a business using generally accepted web design guidelines.
- Demonstrate the ability to work in a team environment sharing individual knowledge of computer applications.

COURSE FORMAT

This course will be a total of 45 hours. Classes will include lectures and some online learning on Moodle.

ASSESSMENTS:

Attendance & Participation
Students are expected to attend regularly, complete all assignments, come to class ready and prepared to learn, and participate actively in class activities.

Assignments
There will be 4 assignments based on material learned.

A minimum of 50% is required to pass this course.
Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.

EVALUATION:

Assignment 1	20%
Assignment 2	30%
Assignment 3	30%
Assignment 4	20%
Total	100%

REQUIRED TEXTBOOKS AND MATERIAL

Shelly Cashman Series: Microsoft Office 365 OFFICE 2016 (Intermediate). Boston, MA: Cengage Learning. ISBN 9781337496919.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First

Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

TOPIC OUTLINE

Date	Topic	
Sept 1-3	**Course Intro/Word Processing**	
Sept 8-10	**Word Processing**	
Sept 15-17	**Word Processing**	
Sept 22-24	**Spreadsheets**	
Sept 29-Oct 1	**Spreadsheets**	
Oct 6-8	**Spreadsheets**	
Oct 13-15	**No Class/ Spreadsheets**	
Oct 20-22	**Spreadsheets**	
Oct 27-29	**Spreadsheets**	
Nov 3-5	**Spreadsheets/Presentations**	
Nov 10-12	**Presentations**	
Nov 17-19	**Presentations**	
Nov 24-26	**Web Design**	
Dec 1-3	**Web Design**	