



School of Business and Leadership

Course Code: COMP 161

Course Title: Microcomputer Applications for Business

Term: Fall 2022

Number of Credits: 3.0

Course Outline

Instructor: Dr. Gritt Hoffmann

Office Hours: Thursdays, 1:00-2:20 pm

Dates: September 6 - December 1, 2022

E-mail: ghoffmann@yukonu.ca

Classroom: online

Time: Tuesdays 1:00-2:20 PM

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 multinational's context in which computer applications are used. The course is intended to provide students with a foundation for further independent learning.

COURSE REQUIREMENTS

Prerequisite: 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.

Corequisite(s): 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.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

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

Weekly breakdown of instructional hours

Week	Date	Topic
1	September 6 and 8	Course Intro / Microsoft Word
2	September 13 and 15	Microsoft Word
3	September 20 and 22	Microsoft Word
4	September 27 and 29	Microsoft Word
5	October 4 and 6	Web Design
6	October 11 and 14	Web Design
7	October 18 and 20	Microsoft Excel
8	October 25 and 27	Microsoft Excel
9	November 1 and 3	Microsoft Excel
10	November 8 and 10	Microsoft Excel
11	November 15 and 17	Microsoft PowerPoint
12	November 22 and 24	Microsoft PowerPoint
13	November 29 and December 1	Microsoft PowerPoint

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 four 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.

Delivery format

This course will be a total of 45 hours. This course will be delivered in a blended format. It is important to note that the time required will vary by individual. Classes will include weekly synchronous lectures, as well as asynchronous online learning on Moodle.

EVALUATION

Assignment	Weight	Due Date
Assignment 1	20%	October 2, 2022
Assignment 2	20%	October 16, 2022
Assignment 3	30%	November 13, 2022
Assignment 4	30%	December 1, 2022
Total	100%	

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

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

Required equipment and software: Windows computer with Microsoft Office 2016. Reliable internet access.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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 by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Unit 1: Word Processing (approximately 4 weeks)

Unit 2: Web Design (approximately 2 weeks)

Unit 3: Spreadsheets (approximately 4 weeks)

Unit 4: Presentations (approximately 3 weeks)