
Course Outline

Instructor: Dr. Gritt Hoffmann
Office Hours: By appointment

E-mail: ghoffmann@yukonu.ca

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 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.

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 5 and 7	Course Intro / Microsoft Word
2	September 12 and 14	Microsoft Word
3	September 19 and 21	Microsoft Word
4	September 26 and 28	Microsoft Word
5	October 3 and 5	Web Design
6	October 10 and 12	Web Design
7	October 17 and 19	Microsoft Excel
8	October 24 and 26	Microsoft Excel
9	October 31 and November 2	Microsoft Excel
10	November 7 and 9	Microsoft Excel
11	November 14 and 16	Microsoft PowerPoint
12	November 21 and 23	Microsoft PowerPoint
13	November 28 and 30	Microsoft PowerPoint

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)

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. Classes will include weekly synchronous lectures, as well as asynchronous online learning on Moodle. It is important to note that the time required will vary by individual.

EVALUATION

Assignment	Weight	Due Date
Assignment 1	20%	October 1, 2023
Assignment 2	20%	October 15, 2023
Assignment 3	30%	November 12, 2023
Assignment 4	30%	November 30, 2023
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 or higher. 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](#) for further details about academic standing and student rights and responsibilities.

ACADEMIC ACCOMMODATION

Reasonable accommodation is available for students requiring academic accommodation to fully participate in this class. This accommodation is 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.