

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
COMP 161
3 Credit Course
Spring, 2019



COURSE OUTLINE

COMP 161

Microcomputer Applications for Business

**42 HOURS
3 CREDITS**

PREPARED BY: Annie-Claude Letendre

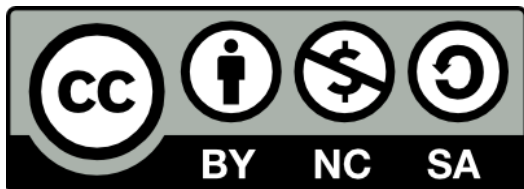
DATE: April 3, 2018

APPROVED BY: Margaret Dumke

DATE: April 4, 2019

APPROVED BY ACADEMIC COUNCIL: June 27, 2018

RENEWED BY ACADEMIC COUNCIL:



This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>.

COURSE TITLE

INSTRUCTOR: Annie-Claude Letendre	OFFICE HOURS: TBA
E-MAIL: aletendre@yukoncollege.yk.ca	OFFICE LOCATION: A2308
TELEPHONE: (867) 456-6984	
CLASSROOM: TBA	TIME: Monday/Wednesday 3-5pm

Friday class is online, work can be completed at any time between Wednesday and Monday of any given week

DATES: April 29 - June 24

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 multi-nations 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

None.

EQUIVALENCY OR TRANSFERABILITY

In-progress.

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:

Course instruction will be “hands on” and instruction will take place in the computer lab. Each module of the course will begin with an assessment of students’ knowledge and familiarity with the software being used. Students should expect to spend time outside of regularly scheduled class time to learn the basics of the software using self-paced tutorials in the Learning Commons or on the course page. Classes are 1.5 hours in length and time will be focused on learning and applying business concepts using various software applications. Students should also plan to spend extra hours throughout the week as required to work on skills and to work on the course assignments.

ASSESSMENTS

Attendance & Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a serious disadvantage. Many very specific skills must be mastered, and a great deal of specific information must be understood.

If you do miss a class(es), please let the instructor know in advance, if possible, and the instructor can then tell you how to make up for the missed class(es). Upon returning to class after any absence, students are responsible for checking with the instructor to pick up handouts and assignments.

Assignments

There will be 4 assignments as follows:

1. Format a business proposal report and prepare form letters using a data source.
2. Case study analysis assessing charting data skills and the use of Excel's analysis tools.
3. Design and create a presentation working in a team environment.
4. Prepare a basic business web page using skills learned in this course.

EVALUATION

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

REQUIRED TEXTBOOKS AND MATERIALS

Shelly Cashman Series: Microsoft Office 365 OFFICE 2016 (Intermediate). Boston, MA: Cengage Learning. ISBN 9781337496919. Students must purchase the book with SAM Access Code.

Students will have access to learning resources in the College Learning Commons and on the course page.

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 College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College 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 College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.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 College Academic Regulations (available on the Yukon College 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@yukoncollege.yk.ca.

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
COMP 161
3 Credit Course
Spring, 2019

TOPIC OUTLINE - Subject to change
 Dates in brackets indicate an online class

Date	Topic	
(April 29)	Introduction to Course	
(May 1)	Intro to Word Processing / Creating a Document with a Title Page, Lists, Tables, and a Watermark	Word Processing
(May 3)	Using a Template to Create a Resume	
May 6 in class	Generating Form Letters, Mailing Labels, and a Directory	
May 8 in class	Word Processing Assignment Due Intro to Spreadsheets	Spreadsheets
(May 10)	Creating and Editing a Worksheet	
May 13 in class	Formulas, Functions, and Formatting	
May 15 in class	Formulas, Functions, and Formatting	
(May 17)	Working with Large Worksheets, Charting, and What-If-Analysis	
May 20	Victoria Day - No Scheduled Class	
May 22 in class	Financial Functions, Data Tables, and Amortization Schedules	
(May 24)	Financial Functions, Data Tables, and Amortization Schedules	
May 27 in class	Using Data Tables, Using Lookup and If Functions and Designing Forms	

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
 COMP 161
 3 Credit Course
 Spring, 2019

May 29 in class	Creating, Sorting, and Querying a Table	Spreadsheets
(May 31)	Spreadsheets applications	
June 3 in class	Creating Templates and Importing Data	
June 5 in class	Formula Auditing, Data Validation, and Complex Problem Solving	

(June 7)	Spreadsheet Assignment Due Creating and Formatting Information Graphics / Collaborating on and Delivering a Presentation	Presentations
June 10 in class	Navigating Presentations Using Hyperlinks and Action Buttons	
June 12 in class	Creating a Self-Running Presentation Containing Animation	

(June 14)	Presentation Assignment Due Introduction to web design, website building platforms and hosting	Web Design
June 17 in class	Exploring WordPress themes and plugins	
June 19 in class	Creating and editing pages and posts	
June 21	National Indigenous Peoples Day - No Scheduled Class	
June 24	Web Design Assignment Due No Scheduled Class	