



**COURSE OUTLINE**

**COMP 161**

**Microcomputer Applications for Business**

**42 HOURS  
3 CREDITS**

PREPARED BY: Annie-Claude Letendre

DATE: August 13, 2019

APPROVED BY: Stephen Mooney, A/Dean

DATE: August 28, 2019

APPROVED BY ACADEMIC COUNCIL: June 27, 2018

RENEWED BY ACADEMIC COUNCIL:



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## COURSE TITLE

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**INSTRUCTOR:** Annie-Claude Letendre

**OFFICE HOURS:** TBA

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**OFFICE LOCATION:** A2308

**TELEPHONE:** (867) 456-6984

**CLASSROOM:** A2702

**TIME:** W, F 1:00 - 2:30 p.m.

**DATES:** Sept. 4 - December 6

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## 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 team presentation.
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](http://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](mailto:lac@yukoncollege.yk.ca).

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

**TOPIC OUTLINE**

Date	Topic	
September 4	<b>Introduction to Course</b> Creating a Document with a Title Page, Lists, Tables, and a Watermark	<b>Word Processing</b>
September 6	Creating a Document with a Title Page, Lists, Tables, and a Watermark	
September 11	Using a Template to Create a Resume	
September 13	Generating Form Letters, Mailing Labels, and a Directory	
September 18	Generating Form Letters, Mailing Labels, and a Directory	
September 20	<b>Word Processing Assignment Due</b> Creating and Editing a Worksheet	<b>Spreadsheets</b>
September 25	Creating and Editing a Worksheet	
September 27	No Scheduled Class	
October 2	Formulas, Functions, and Formatting	
October 4	Working with Large Worksheets, Charting, and What-If-Analysis	
October 9	Working with Large Worksheets, Charting, and What-If-Analysis	
October 11	Financial Functions, Data Tables, and Amortization Schedules	
October 16	Financial Functions, Data Tables, and Amortization Schedules	
October 18	Spreadsheet Project	

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October 23	Using Data Tables, Using Lookup and If Functions and Designing Forms	
October 25	Creating, Sorting, and Querying a Table	
October 30	Creating Templates and Importing Data	
November 1	Formula Auditing, Data Validation, and Complex Problem Solving	
November 6	Formula Auditing, Data Validation, and Complex Problem Solving	
November 8	<b>Spreadsheet Assignment Due</b> Creating and Formatting Information Graphics	
November 13	Collaborating on and Delivering a Presentation	
November 15	Navigating Presentations Using Hyperlinks and Action Buttons	
November 20	Creating a Self-Running Presentation Containing Animation	
November 22	<b>Presentation Assignment Due</b> Introduction to web design, website building platforms and hosting	<b>Web Design</b>
November 27	Exploring WordPress themes and plugins	
November 29	Selecting a theme and plugins	
December 4	Creating and editing pages and posts	
December 6	<b>Web Design Assignment Due</b> No Scheduled Class	