YukonCollege

COURSE OUTLINE

BUS 172

MICROCOMPUTER APPLICATIONS 1 – MICROSOFT WORD

24 HOURS
1.5 CREDITS

PREPARED BY: Annie-Claude Letendre, Instructor   DATE: August 24, 2018

APPROVED BY: Margaret Dumkee, Dean   DATE: August 27, 2018

APPROVED BY ACADEMIC COUNCIL

Updated: August 2018

MICROCOMPUTER APPLICATIONS 1- MICROSOFT WORD

INSTRUCTOR: Annie-Claude Letendre

OFFICE LOCATION: A2208

E-MAIL: aletendre@yukoncollege.yk.ca

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

OFFICE HOURS: TBA

CLASSROOM: **A2408**

TIME: (Tutorials) **Mondays 1:00-2:30pm**

DATES: Sept. 5 to Dec. 6, 2018

COURSE DESCRIPTION

BUS 172 is an online course designed to provide students with a working ability in a word processing program in a business context. Often, the printed word is the primary contact between individuals in many business transactions. Business communications, should therefore, convey the information in a manner that is both visually appealing and easy to comprehend. In this course, we will work through preparing a variety of business documents using Microsoft Office Word 2016.

PREREQUISITES

Students are required to have: a working ability with Windows, good keyboarding and mouse skills, grammar and spelling skills.

EQUIVALENCY OR TRANSFERABILITY

Please see BCCAT Transfer Guide. Transferable to some institutions if taken in conjunction with BUS 174.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:
• Prepare error-free documents

3

- Use outlines to format documents and reports
- Use styles to prepare business correspondence, including letters, reports, and newsletters
- Use Word's merge tool to prepare, print and mail marketing promotions and letters
- Use Word's desktop publishing features to prepare a newsletter
- Use Word tables and graphing tools to enhance documents
- Use Word's collaborating tools to track changes

COURSE FORMAT

Course will be self-study with a weekly tutorial to introduce most modules. Each class will be part of a course-long project and upon completion of the course, students will have prepared a variety of documents using many of the tools and techniques of the program. Students will use the concepts covered in the chapter assignment. Students should also plan to spend extra hours throughout the week to complete each chapter, and work on the course assignments.

ASSESSMENTS

Attendance & Participation

Regular student participation is essential. The material covered in each chapter will be cumulative and missing a chapter will put a student at a serious disadvantage. A large number of very specific skills must be mastered, and a great deal of specific information must be understood.

Assignments

Six assignments will need to be completed for the course. The assignments will require students to use the tools and techniques learned and will provide practical experience in the design and production of a flyer, business letter, proposal, form letter, and a newsletter. The due date for each assignment is different; see syllabus. **Contact the instructor if you need to arrange alternate dates. Late assignments will lose 10% per day penalty for each of the first three days.** No assignments will be accepted more than 3 days past the due date. The due date is considered Day 1.

For each assignment, detailed instructions and a grading rubric will be provided via Moodle at least a week before the specified due date.

Assignments must be handed in via Moodle (yukoncollege.me). Marks will be deducted for improperly presented work. All assignments must be submitted on or before the

day requested, unless previous arrangements have been made in writing with the instructor at least 2 weeks prior to the due date.

Marking Scheme for Assignments

5 marks will be deducted for all major errors on assignments and the final exam, including, but not limited to:

• typing or spelling errors
• not following instructions
• functional errors

2-3 marks will be deducted for all minor errors.

Final Exam

A final exam will be scheduled during the final exam period (December 10 to 20). If you are ready to take the final exam before this time, please speak with your instructor. The final exam will test concepts covered during the entire course and will require students to use many of the tools and techniques in a practical manner. The final exam will be three hours in length.

EVALUATION

Component	Weight
Assignments (10% each)	60%
Final Exam	40%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

Textbook

Vermat, M. E. (2017). Microsoft® Office 365™ Word 2016: Comprehensive. Boston, MA: Cengage Learning.

Materials

It is recommended that students purchase a USB disk drive.

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 students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

SYLLABUS

Week	Topic	Suggested Completion Date	Assignment Due Date **(On or Before)**
1	Module 1	September 7th	September 9th
2	Module 3	September 14th	September 16th
3	Module 4 / Module 5 (partial)	September 21st	September 23rd
4	Module 6	September 28th	September 30th
5	Module 7	October 5th	October 7th
6	Module 8 / Module 9 (partial)	October 12th	October 14th
7	Review	October 19th	

Final exam is scheduled on October 22nd

Students can arrange alternate assignment due dates and final exam date by contacting the instructor before September 12th or at least 2 weeks prior to an assignment due date.

Tutorial Schedule:

September 10th   Module 3
September 17th   Module 4/5
September 24th   Module 6
October 1st   Module 7
October 15th   Review

October 22nd   Final Exam