

APPLIED SCIENCE AND MANAGEMENT DIVISION
School of Business and Leadership
Fall Semester, 2017



COURSE OUTLINE

BUS 172

MICROCOMPUTER APPLICATIONS 1 - MICROSOFT WORD

**24 HOURS
1.5 CREDITS**

PREPARED BY: Annie-Claude Letendre, Instructor DATE: August, 2017

APPROVED BY: Margaret Dumkee, Dean DATE: August, 2017

APPROVED BY ACADEMIC COUNCIL



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MICROCOMPUTER APPLICATIONS 1- MICROSOFT WORD

INSTRUCTOR: Annie-Claude Letendre	OFFICE HOURS: by appointment
OFFICE LOCATION:	CLASSROOM: A2702
E-MAIL: aletendre@yukoncollege.yk.ca	TIME: Wed. & Fri. (1:00 - 2:30)
TELEPHONE:	DATES: Sept. 6 to Oct. 20, 2017

FINAL EXAMINATION: October 20, 2017

COURSE DESCRIPTION

BUS 172 is 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
- 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 instruction will be “hands on” and instruction will take place in the lab. 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. Classes are 1.5 hours in length and students will use the concepts covered in the class. Students should also plan to spend extra hours throughout the week to complete the practice labs at the end of each chapter, study for weekly quizzes and 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. A large number of 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

Five assignments will need to be completed for the course. The assignments will require students to use the tools and techniques learned in class 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. **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.

Assignments are based on the following problems from the textbook:

1. Module One, Lab 2: Creating a Flyer with Multiple Pictures (WD 54)
2. Module Three, Lab 3: Create a Letter to a Potential Employer (WD 182)
3. Module Four, Lab 3: Create a Proposal for a Small Business (WD 255)
4. Module Six, Lab 1: Creating a Form Letter Using a Template, a Data Source, Mailing Labels, and a Directory (WD 372)
5. Module Seven, Lab 2: Creating a Newsletter with a SmartArt Graphic and an Article on File (WD 431)

Each assignment will be printed in black and white and must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student's name clearly printed on the folder tab. Furthermore, the student's name must appear as a footer on each page of the document. All assignments must be submitted before the beginning of class on the day requested, unless previous arrangements have been made in writing with the instructor. An electronic version of each assignment will also be handed-in via Moodle (yukoncollege.me) before the specified due date. Late assignments must be handed in via email. E-mailed assignments must have a subject line of "BUS172, Assignment Description". Marks will be deducted for improperly handed-in work or presented work.

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 errors
- spelling errors
- not following instructions
- functional errors
- incomplete printouts

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

Quizzes

Six quizzes covering material from the previous week's class will be held each week commencing on the second week of class. Each quiz will be worth 5% of the final mark. Quizzes will be held at the beginning of each class. Quizzes may not be rescheduled, except for exceptional circumstances and only where prior arrangements have been made with the instructor.

Final Exam

A final exam covering all aspects of the course will be scheduled for October 20, 2016 from 1:00 - 4:00 pm. 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.

Missing a quiz or examination, (either by absence or arriving late) will normally mean forfeiting the mark for that quiz or exam. The opportunity to write a missed quiz may be granted if a valid reason, - documented medical illness or emergency - can be provided. Students requesting extensions on assignments should note that extensions are granted for extraordinary circumstances only and will not be granted after the deadline for submission for any reason.

EVALUATION

Component	Weight
Quizzes (5% each)	30%
Assignments	30%
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.
- 2 file folders (to use for handing in assignments)

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 (subject to revision)

Date	Topic	Quizzes / Assignments
Sept. 6	Intro & Module 1	
Sept. 8	Module 2	
Sept. 13	Module 2	Quiz Module 1
Sept. 15	Module 3	
Sept. 20	Module 3	Quiz Module 2
Sept. 22	Module 4	Assignment 1 & 2 Due
Sept. 27	Module 4	Quiz Module 3
Sept. 29	Module 6	
Oct. 4	Module 6	Quiz Module 4
Oct. 6	Module 7	Assignment 3 Due
Oct. 11	Module 7	Quiz Module 6, Assignment 4 Due
Oct. 13	Module 8	Quiz Module 7
Oct. 18	Module 9	Assignment 5 Due
Oct. 20	Final Examination 1-4 pm	