



COURSE OUTLINE

BUS 172z

MICROCOMPUTER APPLICATIONS WORD 2013

24 HOURS

1.5 CREDITS

PREPARED BY: Brad Beaumont, Instructor

DATE: December 12, 2016
(Revised)

APPROVED BY: Margaret Dumkee, Dean

DATE:

APPROVED BY ACADEMIC COUNCIL



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BUS 172 - MICROCOMPUTER APPLICATIONS WORD

INSTRUCTOR: Brad Beaumont**OFFICE HOURS:** By Appointment**OFFICE LOCATION:** Faro Campus**CLASSROOM:** On-line Fuse<https://www.fuzemeeting.com/fuze/b070e0c0/30363314>**E-MAIL:** bbeaumont@yukoncollege.yk.ca**TIME:** Wed. & Fri. (1:00 - 2:30)**TELEPHONE:** (867) 994-8800**DATES:** Jan 9 to April 13, 2017

COURSE DESCRIPTION

BUS 172z 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 2013.

COURSE PREREQUISITES

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

EQUIVALENCY OR TRANSFER

No course transfers exist for this course.

LEARNING OUTCOMES

The successful completion of BUS 172z indicates the student has demonstrated the ability 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 “Self-Paced” and instruction will take place through fuse. 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.

Students are responsible for checking with the instructor to pick up handouts and assignments.

Assignments

There are three assignments for each chapter, and the following is a description of the various types of assignments that need to be completed:

Learn It Online (LIO): Learn It Online is a series of online exercises that test students' knowledge of chapter content and key terms.

Apply Your Knowledge (AYK): Apply Your Knowledge is an assignment that helps students reinforce their skills and apply the concepts learned in a chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is an assignment that challenges students to extend the skills learned in a chapter and to experiment with new skills. Students may need to use Help to complete the assignment.

Make It Right (MIR): Make It Right is an assignment that asks students to analyze a document and correct all errors and/or improve the document's design.

Cases and Places (CP): Cases and Places is a series of assignments in which students apply creative thinking and problem-solving skills to design and implement solutions.

In the Lab (Lab): In the Lab is a series of assignments that ask students to design and/or format a document using the guidelines, concepts, and skills presented in a chapter. The labs are listed in order of increasing difficulty.

Week	Chapter and Focus	Assignment for Chapter	Suggested Due Date
1	Office 2010 and Windows 7: Essential Concepts and Skills	AYK, MIR, EYK	January 13, 2017
2	Chapter 1: Creating, Formatting, and Editing a Word Document with a Picture	EYK, AYK, MIR	January 20, 2017
3	Chapter 2: Creating a Research Paper with References and Sources	AYK, MIR, EYK	January 27, 2017
4	Chapter 3: Creating a Business Letter with a Letterhead and Table	AYK, MIR, EYK	February 3, 2017
5	Chapter 4: Creating a Document with a Title Page, Lists, Tables, and a Watermark	AYK, MIR, EYK	February 10, 2017
6	Chapter 5:	EYK, AYK, MIR	February 17, 2017
7	Chapter 6: Generating Form Letters, Mailing Labels, and a Directory	AYK, MIR, EYK	February 24, 2017
8	Chapter 7: Creating a Newsletter with a Pull-Quote and Graphics	AYK, MIR, EYK	March 3, 2017
9	Chapter 8: Using Document Collaboration, Integration, and Charting Tools	AYK, MIR, EYK	March 10, 2017
10	Chapter 9: Creating a Reference Document with a Table of Contents and an Index	AYK, MIR, EYK	March 17, 2017
11	Chapter 10:	AYK, MIR, EYK	March 24, 2017
12	Chapter 11:	AYK, MIR, EYK	March 31, 2017
13	Final Exam on or before Friday April 21 2017		

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

None for this distance learning class.

Final Exam

A final exam covering all aspects of the course will need to be scheduled no later than **Friday April 21 2017**. 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	55%
	Final Exam	45%
	Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

Textbook

Vermat, M. E. (2016). *Microsoft® Word® 2013: Comprehensive Enhanced Edition*. Boston, MA: Cengage Learning.

Course Website: http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285167688&token

Materials

- It is recommended that students purchase a USB disk drive.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary.

The last day that a student may formally withdraw from the course without academic penalty is **Friday March 10, 2017**.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

CONDUCT

In the interest of minimizing distractions during class, students are asked not to perform the following activities during class time:

- Sending or receiving email, chatting online, or text messaging
- Surfing the Internet
- Downloading or transferring files from the Internet
- Playing computer games

There may be instances where your instructor may ask you to do the above during class, in which case these activities would be acceptable. Students will receive a verbal warning the first time they are caught doing the above. The second time a written warning will be given. A third offence will result in being required to leave the class.

Students are asked not to use cell phones during class. Cell phone ringers must be turned off during class time.

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.

CHEATING

Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of Yukon College. The penalties for academic dishonesty are severe and are described in section 4.02 and 4.03 of Yukon College's Academic Regulations and Procedures.

Examples of cheating include the following:

Taking unauthorized material into an evaluation and/or talking or communicating with another student during an evaluation. Unauthorized material in an evaluation will be regarded as attempted deception. Unauthorized material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an iPhone). If after the evaluation has started it is discovered that you have unauthorized material in your possession, including any information written on a part of your body or on clothing, it will automatically be assumed that cheating has taken place. The consequence will be the award of a mark of zero for the evaluation affected. Talking or communicating with another student during an evaluation is also considered cheating. You are not allowed to talk or communicate in any way with another student whilst you are in the evaluation room. Talking or communicating with another student during an evaluation may result in you receiving a mark of zero for the evaluation affected.

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 ACCOMODATION

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.