

	School of Business and Leadership
	COMP 161 Microcomputer Applications for Business
	Term: Spring 202303 Number of Credits: 3
Course Outline	

INSTRUCTOR: Rodney Hulstein

OFFICE LOCATION: A2416

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PHONE: (867) 668-8703

OFFICE HOURS: By appointment

FORMAT: Online

CLASSROOM: Online Classroom (link in Moodle)

TIME: Thursdays (9am – 11:50am)

DATES: May 2 to June 20, 2024

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.

COURSE REQUIREMENTS

Prerequisites: 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.

Corequisite(s): 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.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at: <https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

www.yukonu.ca

- 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.

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COURSE FORMAT

Delivery format

The delivery format is Online through Zoom. The Zoom classroom can be found through this link:

<https://yukonu-ca.zoom.us/j/83014694364>

There will also be asynchronous course material to work through outside of our class time. Tasks will be outlined in Moodle and it will be imperative that students work through the asynchronous material before the next synchronous class.

Weekly breakdown of instructional hours

Our class will meet online three times per week via Zoom. Please attend and participate in these classes as the content will be delivered in a synchronous manner. That is, each class we will review and practice new material. In addition to the regular class times, please schedule 3 hours per week of time to work on practice material and assignments.

The format of the course will include facilitated discussion and individual work. Assignments are due Sundays following the week of class. For effectiveness and value of the learning process, remaining updated with weekly lectures and assignments is essential. Email and regular, frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the Moodle course website. Checking your Yukon University email daily is necessary to keep up with class activities. The use of the Moodle course website is mandatory. It is expected that this course will require 9-12 hours/week of total work. It is important to note that the time required will vary by individual.

EVALUATION

Assignment 1 (Spreadsheets)	30
Assignment 2 (Spreadsheets)	30
Assignment 3 (Word)	20
Assignment 4 (Web Design)	10
Assignment 5 (Presentations)	10
Assignments	100%

COURSE WITHDRAWAL INFORMATION

www.yukonu.ca

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

See materials on Moodle.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Subject to Change

Week	Project	Due Dates
1 (May 2)	Course introductions Excel	
2 (May 9)	Excel	Assignment 1 due May 12
3 (May 16)	Excel	

4 (May 23)	Excel	Assignment 2 due May 26
5 (May 30)	Word	
6 (June 6)	Word	Assignment 3 due June 9
7 (June 13)	Web Design	Assignment 4 due June 16
8 (June 20)	Presentations	Assignment 5 due June 23