School of Business and Leadership
COMP 161 - Computer Applications for Business
Term: Fall 2024
Number of Credits: 3.0

Course Outline

INSTRUCTOR: Dr. Gritt Hoffmann
E-MAIL: ghoffmann@yukonu.ca
TIME: Monday & Thursday, 1PM - 2:20PM

FORMAT: Online Synchronous
OFFICE HOURS: By appointment
DATES: Sept. 5 – Dec. 5, 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 multinational context in which computer applications are used. The course is intended to provide students with a foundation for further independent learning.

COURSE REQUIREMENTS

Prerequisite: 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.

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:

- 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

Delivery format

The delivery format is online via Zoom. The Zoom classroom can be found in Moodle.
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 material before the next synchronous class.

Weekly breakdown of instructional hours

This course will be a total of 45 hours. This course will be delivered in a blended format. Classes will include weekly synchronous lectures (Tuesday and Thursday), as well as asynchronous online learning on Moodle. In addition to the regular class times, please schedule 3 hours per week of time to work on practice material and assignments. It is important to note that the time required will vary by individual.

Week	Date	Topic
1	September 5	Course Intro / Microsoft Word
2	September 10 and 12	Microsoft Word, Module 4
3	September 17 and 19	Microsoft Word, Module 5
4	September 24 and 26	Microsoft Word, Module 6
5	October 1 and 3	Web Design
6	October 8 and 10	Web Design
7	October 15 and 17	Web Design
8	October 22 and 24	Microsoft Excel, Module 4
9	October 29 and 31	Microsoft Excel, Module 5
10	November 5 and 7	Microsoft Excel, Module 6
11	November 12 and 14	Microsoft PowerPoint, Module 5
12	November 19 and 21	Microsoft PowerPoint, Module 6
13	November 26 and 28	Microsoft PowerPoint, Module 7
14	December 3 and 5	Final Presentations

TOPIC OUTLINE

Unit 1: Microsoft Word (approximately 4 weeks)
Unit 2: Web Design (approximately 3 weeks)
Unit 3: Microsoft Excel (approximately 3 weeks)
Unit 4: Microsoft PowerPoint (approximately 3 weeks)
Final Presentations (1 week)

ASSESSMENTS

Attendance & Participation

Students are expected to attend regularly, complete all assignments, come to class ready and prepared to learn, and participate actively in class activities.

Assignments

There will be four assignments based on material learned. A minimum of 50% is required to pass this course. 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.

EVALUATION

Assignment	Weight	Due Date
Assignment 1	20%	September 29, 2024
Assignment 2	20%	October 20, 2024
Assignment 3	30%	November 10, 2024
Assignment 4	30%	December 3 / 5, 2024
Total	**100%**	

COURSE WITHDRAWAL INFORMATION

Refer to the [YukonU website](#) for important dates.

TEXTBOOKS & LEARNING MATERIALS

Required textbook: Shelly Cashman Series: *Microsoft 365 & Office 2021 Intermediate*. Boston, MA: Cengage Learning. ISBN 978-0-357-67683-7.

Required equipment and software: Windows computer with Microsoft Office 365. Reliable internet access.

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](#) for further details about academic standing and student rights and responsibilities.

ACADEMIC ACCOMMODATION

Reasonable accommodation is available for students requiring academic accommodation to fully participate in this class. This accommodation is available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.