





Computers and Management Information Systems (CMIS) 245

Microcomputer Applications in Business (Windows) (Revision 10)

Status:

Replaced with new revision, see the [course listing](#)  for the current revision 

Delivery mode:

Individualized study online  with eText 

Credits:

3

Area of study:

Applied Studies (Business and Administrative Studies)

Prerequisites:

None

Precluded:

CMIS 245 cannot be taken for credit if credit has already been obtained for CMIS 301 and/or 302 (those students can register in CMIS 311).

Challenge:

CMIS 245 has a challenge for credit option.

Faculty:

Faculty of Business 

Notes:

Before registering in this course, review all Software Requirements.

Overview

This course will help you develop the skills required to use microcomputer applications effectively in a business environment. Using a hands-on approach of “learning by doing,” you will learn to use the Microsoft Office 365 suite of products and develop skills in using software designed to meet today’s business needs.

After completing this course, you will

- be familiar with concepts and terminology common to desktop applications used in business.
- be proficient in using Microsoft Word, Excel, Access, and PowerPoint software.
- have practical knowledge of common business situations in which desktop applications are used and have a foundation for further independent learning.

The textbook is a comprehensive MS Office tutorial and reference. It goes somewhat beyond the learning expectations of an introductory course; therefore, this course does not cover all the chapters in the textbook. After you have gained some experience and proficiency in using the software through the lessons in this course, however, you will be able to continue learning and developing new skills independently.

Outline

This course has been organized into 12 lessons, as follows:

- Lesson 1: Office Fundamentals
- Lesson 2: Microsoft Word Basics

- Lesson 3: Editing and Formatting in Word
- Lesson 4: Tables and Merge Printing in Word
- Lesson 5: Microsoft Excel Basics
- Lesson 6: Excel Formulas and Functions
- Lesson 7: Excel Charts
- Lesson 8: Introduction to Microsoft Access
- Lesson 9: Relational Databases and Multitable Queries
- Lesson 10: Advanced Query Techniques
- Lesson 11: Microsoft PowerPoint Basics
- Lesson 12: Presentation Development

Evaluation


To **receive credit** [↗](#) for this course, you must complete four assignments and achieve a minimum grade of **D (50 percent)** [📄](#) on each assignment.

There are no examinations in this course.

The table below summarizes the evaluation activities in this course:

To learn more about assignments and examinations, please refer to Athabasca University's **online Calendar** [↗](#) .

Activity	Weight
Assignment 1: Word	25%
Assignment 2: Excel	25%
Assignment 3: Access	25%
Assignment 4: PowerPoint	25%
Total	100%



To learn more about assignments and examinations, please refer to Athabasca University's [online Calendar](#) .

Materials

Poatsy, M. A. (Ed.). (2020). *Exploring Microsoft Office: Introductory (2019 Ed.)*.

Pearson Education, Inc. ISBN: 978-0-13-540254-2.  (eText)

eText

Registration in this course includes an electronic textbook. For more information on [electronic textbooks](#) , please refer to our [eText Initiative site](#) .

Other Resources

All other learning resources will be available online.

Software Requirements

This course was designed to be completed using a PC-based version of Microsoft Office 365 or Office 2016 that includes the four main applications: Word, Excel, Access, and PowerPoint.

Mac versions are NOT officially supported.

Due to the widening discrepancy between the Mac and PC versions of Office and the number of issues this creates for students and tutors, **it is strongly recommended that students NOT register in CMIS 245 with the intention of completing the course using a Mac computer.**

Students who decide to proceed in this course using a Mac should be aware that they will need to make special provisions regarding MS Access and should contact the Course Coordinator before registering.

As an AU student, you are entitled to five free copies of Microsoft Office. For further information, go to <https://www.athabascau.ca/support-services/about/technical-support/office365-for-students.html> .

Challenge for credit

Overview

The challenge for credit process allows you to demonstrate that you have acquired a command of the general subject matter, knowledge, intellectual and/or other skills that would normally be found in a university-level course.

Full information about **challenge for credit** [↗](#) can be found in the Undergraduate Calendar.

Evaluation

To **receive credit** [↗](#) for the CMIS 245 challenge registration, you must complete four assignments and achieve a minimum grade of **D (50 percent)** [↗](#) on each assignment.

The assignments are based on activities from the course textbook, therefore you must acquire a copy of the textbook in order to complete the challenge requirements. A copy of the textbook is available for purchase via a Pearson website. A link to this site will be provided once your challenge request has been approved. You can also acquire a print textbook on your own if you wish.

 [Challenge for credit course registration form](#)

Important links

- › [Academic advising](#) [↗](#)
- › [Program planning](#) [↗](#)
- › [Request assistance](#) [↗](#)
- › [Support services](#) [↗](#)

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their individualized study counterparts.

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