





Computers and Management Information Systems (CMIS) 245

Microcomputer Applications in Business (Windows) (Revision 11)

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](#) 

Before registering in this course, review all



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 many of the Microsoft Office 365 suite of products (Word, Excel, and PowerPoint) and develop skills in using software designed to meet today’s business needs.

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 13 lessons, as follows:

- Lesson 1: Office Fundamentals
- Lesson 2: Introduction to Word
- Lesson 3: Document Presentation
- Lesson 4: Document Productivity
- Lesson 5: Research and Collaboration
- Lesson 6: Introduction to Excel
- Lesson 7: Excel Formulas and Functions
- Lesson 8: Excel Charts
- Lesson 9: Excel Datasets and Tables



- Lesson 10: Introduction to PowerPoint
- Lesson 11: Effective Presentation Development
- Lesson 12: Presentation Enhancement
- Lesson 13: Presentation Refinement

Learning outcomes

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, and PowerPoint software.
- have practical knowledge of common business situations in which desktop applications are used and have a foundation for further independent learning.

Evaluation

To **receive credit** [↗](#) for this course, you must complete three 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	30%
Assignment 2: Excel	40%
Assignment 3: PowerPoint	30%



Activity	Weight
Total	100%



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

Materials

Poatsy, M. A. (Ed.). (2023). *Exploring Microsoft Office 365: Introductory 2021*.

Pearson Education, Inc. ISBN13: 978-0-13-760239-1.  (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 or Mac version of Microsoft Office 365 that includes the three main applications covered in this course: Word, Excel, and PowerPoint.

Students are expected to have basic operating systems and file management skills prior to taking this course, though one lesson on Microsoft Office is provided that can help students to fill this gap, if needed.

As an AU student, you are entitled install Microsoft Office 365 on up to five personal computers/computing devices. 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 three 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 to complete the challenge requirements. A copy of the textbook is available for purchase via the 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 the individualized study counterparts.



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View **previous revision** 

