



**COURSE OUTLINE**

**BUS 174Z**

**MICROCOMPUTER APPLICATIONS EXCEL 2016**

**24 HOURS**

**1.5 CREDITS**

PREPARED BY: Christopher O'Brien, Instructor      DATE: Dec. 2017

APPROVED BY: Margaret Dumkee, Dean      DATE: Dec. 2017

APPROVED BY ACADEMIC COUNCIL



BUS 174z Course Outline by Christopher O'Brien is licensed under a [Creative Commons Attribution-Non Commercial-Share Alike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).

## BUS 174Z - MICROCOMPUTER APPLICATIONS EXCEL

---

<b>INSTRUCTOR:</b> Christopher O'Brien	<b>OFFICE HOURS:</b> by appointment
<b>OFFICE LOCATION:</b> n/a	<b>CLASSROOM:</b> online / Fuze
<b>E-MAIL:</b> cobrien@yukoncollege.yk.ca	<b>TIME:</b> online (self paced)
<b>TELEPHONE:</b> please email	<b>DATES:</b> Jan. 3 to Apr. 25, 2018

### COURSE DESCRIPTION

---

BUS 174z is designed to provide students with a working ability with a spreadsheet program in a business context. Spreadsheets and charts are an important communication tool between individuals in many business transactions. Business communications should convey information in a manner that is both visually appealing and easy to comprehend. In this course, we will work through using spreadsheets to perform a variety of business analytical and problem solving functions using Microsoft Excel 2016.

### COURSE PREREQUISITES

Students are required to have: a working ability with Windows, good keyboarding and mouse skills, good skills in problem-solving mathematics  
*(Note that 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)*

### EQUIVALENCY OR TRANSFER

MICR 100 and MICR 200  
CAPU BCPT 123 (3) If taken with BUS 174

### LEARNING OUTCOMES

Upon completion of the course, students should be able to:

- Create and edit an Excel spreadsheet
- Chart worksheet data
- Manage and analyse a workbook
- Use solver, create templates and evaluate scenarios
- Use data tables, and design on-screen forms
- Create lists and web pages from workbooks

## COURSE FORMAT

Course instruction will be “Self-Learning” and students are responsible for teaching themselves. Limited tutorials will take place through Fuze.

Students are expected to complete and submit their assignments on time.

## ASSESSMENTS

### Attendance & Participation

n/a

### Assignments

Seven assignments will need to be completed for the course. The course assignments will require students to use the tools and techniques learned in class and will provide practical experience with the material studied in class. Please see the course syllabus for assignment due dates. Late assignments will be penalized 10% per working day and **no assignment will be marked after a three-day period.**

1. Module One Assignment - Lab 2: Sales Analysis Worksheet (EX 55)
2. Module Two Assignment - Lab 2: Sales Summary Worksheet (EX 110)
3. Module Three Assignment - Lab 2: Updating a Weekly Payroll Worksheet (EX 181)
4. Module Four Assignment - Apply Your Knowledge: Loan Payment Calculator (EX 233)
5. Module Five Assignment - Lab 2: Consolidating Data by Linking Workbooks (EX 302)
6. Module Six Assignment - Apply Your Knowledge: Creating a Table with Conditional Formatting (EX 359)
7. Chapter Nine Assignment - Lab 2: Finding the Optimal Product Mix (EX 550)

Assignments must be handed in via Moodle on or before the due date. Marks will be deducted for improperly presented work. All assignments must be submitted on or before the day requested, unless previous arrangements have been made in writing with the instructor. An electronic version of each assignment will be handed-in via Moodle (yukoncollege.me) before the specified due date.

**Late assignments will lose 10% per day penalty for each of the first three days after the due date. No assignment will be marked after the three-day penalty period.**

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name

- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

### Marking Scheme for Assignments

5 marks will be deducted for all major errors on assignments and the final exam, including, but not limited to:

- not following instructions
- functional errors
- typing errors
- spelling errors
- calculation errors

2-3 marks will be deducted for all minor errors

### Final Exam

A final exam will be scheduled during the final exam period (April 16 to 25). If you are ready to take the final exam before this time, please speak with your instructor. 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.

Missing a quiz or examination, (either by absence or arriving late) will normally mean forfeiting the mark for that quiz or exam. The opportunity to write a missed quiz may be granted if a valid reason, - *documented medical illness or emergency* - can be provided. Students requesting extensions on assignments should note that extensions are granted for extraordinary circumstances only and will not be granted after the deadline for submission for any reason.

### EVALUATION

Component	Weight
Assignments	60%
Final Exam	40%
Total	100%

## **REQUIRED TEXTBOOKS AND MATERIALS**

### *Textbook*

Shelly Cashman Series. Microsoft Office 365 & Excel 2016 W/Accd

### *Materials*

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

## **ACADEMIC AND STUDENT CONDUCT**

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

## **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.

## **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](http://www.yukoncollege.yk.ca/yfnccr).

## **ACADEMIC ACCOMMODATION**

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](mailto:lassist@yukoncollege.yk.ca).

**ASSIGNMENT DUE DATES**

Topic	Assignment	Assignment Due Date (On or Before)
Module 1	Lab 2: Sales Analysis Worksheet (EX 55)	Sunday Jan. 14
Module 2	Lab 2: Sales Summary Worksheet (EX 110)	Sunday Jan. 28
Module 3	Lab 2: Updating a Weekly Payroll Worksheet (EX 181)	Sunday Feb. 11
Module 4	Apply Your Knowledge: Loan Payment Calculator (EX 233)	Sunday Feb. 25
Module 5	Lab 2: Consolidating Data by Linking Workbooks (EX 302)	Sunday Mar. 11
Module 6	Apply Your Knowledge: Creating a Table with Conditional Formatting (EX 359)	Sunday Mar. 25
Module 9	Lab 2: Finding the Optimal Product Mix (EX 550)	Sunday April 08