

APPLIED SCIENCE AND MANAGEMENT DIVISION
School of Business and Leadership
Winter Semester, 2019



COURSE OUTLINE

BUS 174z

MICROCOMPUTER APPLICATIONS 3 - MICROSOFT EXCEL

**24 HOURS
1.5 CREDITS**

PREPARED BY: Annie-Claude Letendre, Instructor

DATE: December 18, 2018

APPROVED BY: Margaret Dumkee, Dean

DATE: December 18, 2018

APPROVED BY ACADEMIC COUNCIL



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MICROCOMPUTER APPLICATIONS 3- MICROSOFT EXCEL

INSTRUCTOR: Annie-Claude Letendre

OFFICE HOURS: TBA

OFFICE LOCATION: A2208

CLASSROOM:

E-MAIL: aletendre@yukoncollege.yk.ca

TIME:

TELEPHONE: (867) 456-6984

DATES: Jan. 3rd to April 26th, 2019

COURSE DESCRIPTION

BUS 174 is an online course 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.

PREREQUISITES

Students are required to have: a working ability with Windows, good keyboarding and mouse skills, good skills in problem-solving mathematics.

(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 TRANSFERABILITY

Please see BCCAT Transfer Guide. Transferable to some institutions if taken in conjunction with BUS 174.

LEARNING OUTCOMES

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

- Create and edit an Excel spreadsheet
- Chart worksheet data
- Manage and analyze 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 will be self-study with a weekly tutorial to introduce most modules. Each class will be part of a course-long project and upon completion of the course, students will have prepared a variety of documents using many of the tools and techniques of the program. Students will use the concepts covered in the chapter assignment. Students should also plan to spend extra hours throughout the week to complete each chapter, and work on the course assignments.

ASSESSMENTS

Attendance & Participation

Regular student participation is essential. The material covered in each chapter will be cumulative and missing a chapter will put a student at a serious disadvantage. A large number of very specific skills must be mastered, and a great deal of specific information must be understood.

Assignments

Six assignments will need to be completed for the course. The assignments will require students to use the tools and techniques learned and will provide practical experience with the material studied in this course. The due date for each assignment is different; see syllabus. **Contact the instructor if you need to arrange alternate dates. Late assignments will lose 10% per day penalty for each of the first three days.** No assignments will be accepted more than 3 days past the due date. The due date is considered Day 1.

For each assignment, detailed instructions and a grading rubric will be provided via Moodle at least a week before the specified due date.

Assignments must be handed in via Moodle (yukoncollege.me). 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.

Marking Scheme for Assignments

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

- typing or spelling errors
- not following instructions
- functional 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 (December 10 to 20). 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.

EVALUATION

Component	Weight
Assignments (10% each)	60%
Final Exam	40%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

Textbook

Freund, S.M., Starks, J.L. and Schmieder, E. (2017). Microsoft® Office 365™ Excel 2016: Comprehensive. Boston, MA: Cengage Learning.

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.

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.

SYLLABUS

Week	Topic (Excel)	Suggested Completion Date	Assignment Due Date (On or Before)
1	Module 1	March 5 th	
2	Module 2	March 8 th	March 10 th
3	Module 3	March 13 th	March 15 th
4	Module 4	March 19 th	March 22 nd
5	Module 5	March 26 th	March 29 th
6	Module 6	April 2 nd	April 5 th
7	Module 9	April 9 th	April 11 th

Final exam will be scheduled during the final exam period (April 15-26)

Students can arrange alternate assignment due dates by contacting the instructor before January 11th.