Yukon University

COURSE OUTLINE

MICR 100
Section AZ (Tuesday)

INTRODUCTION TO EXCEL

1.5 CREDITS

PREPARED BY: Jennifer Moorlag, Instructor
DATE: June 15, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean, Applied Science and Management
DATE: August 7, 2020

APPROVED BY SENATE: June 20, 2018
RENEWED BY SENATE: Click or tap to enter a date

INTRODUCTION TO EXCEL

INSTRUCTOR: Jennifer Moorlag. M. Ed, MPA
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OFFICE HOURS: Mon 1-3pm; Fri 12-1pm
CLASSROOM: Online
TIME: Asynchronous – online, with optional tutorials, Tuesday 9am-10am
DATES: September 4 – October 30

COURSE DESCRIPTION

This course is an introduction to the concepts of electronic spreadsheeting using Microsoft Excel. In this course, you learn the fundamentals of spreadsheets, charts, and tables. Then you will apply these fundamentals to create, edit, format, and print worksheets; create, edit and print graphic information; and create and sort a table.

PREREQUISITES
None

RELATED COURSE REQUIREMENTS
This course is offered through online delivery in an asynchronous format. Students will need access to a computer with MS Excel 2016 and the internet to complete the course.

EQUIVALENCY OR TRANSFERABILITY
(Office Admin) MICR100 + MICR200 + MICR110 → (Bus Admin) COMP161
(Office Admin) MICR100 + MICR200 → (Bus Admin) BUS174

LEARNING OUTCOMES
Upon successful completion of the course, students will be able to demonstrate the following skills:

- Build a worksheet and create various charts
- Format cells, workbooks, worksheets, and charts
- Use the Sum function

- Apply various formulas
- Enhance the appearance of worksheets and charts
- Customize the printing process
- Create and sort a worksheet table
- Query worksheet tables using the sort and filter tools

COURSE FORMAT

The course content is presented through asynchronous activities. These will be accessed through our course website at www.moodle.yukonu.ca.

Students will work through Chapters 1, 2, 3 and 6. Coursework must be completed on a set schedule.

Four graded assignments will be provided by your instructor. In addition to this work, there will be four chapter quizzes and one final examination.

ASSESSMENTS:

Attendance & Participation

It is essential for students to attend all online tutorials and participate in all class activities. The material covered will be cumulative and missing a tutorial could put a student at a serious disadvantage. A large number of spreadsheet skills must be mastered, and specific information must be understood.

Assignments

Each assignment must be uploaded to the appropriate Dropbox on the MICR 100 Moodle website.

All assignments must be handed in *by the identified due date and time* on the day requested unless previous arrangements have been made *in writing* with the instructor. **Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. The Moodle system will not accept any assignment 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.

Tests

There is one final exam. It must be written and completed within a scheduled class time at the Community Campus closest to you. Reference materials may be used during the exam.

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at a different time. The exam must be written within a week of your return.

Marking Scheme for Assignments

5 marks will be deducted for all major errors on assignments and the final exam, including

- typing errors
- spelling errors
- not following instructions
- formula errors
- incomplete printouts

1-3 marks will be deducted for all minor errors. A detailed marking guide is on the course website.

EVALUATION:

Assignments/Quizzes	60
Final Exam	40
Total	100%

Grades On Transcript

For transcript purposes, percentage marks are converted into letter grades according to the following system:

    A = 90–100%
    B = 80–89%
    C = 70–79%
    D = 60–69%   (Fails to serve as a prerequisite)
    F = under 60%   (Fail)

REQUIRED TEXTBOOKS AND MATERIAL

Freund, S., Jones, M., & Starks, J. (2017). *Microsoft office 365: Excel 2016 Comprehensive* (Shelly Cashman Series). Boston, MA: Cengage Learning. ISBN 978-1-305-870727

Pens, pencils, binder/notebook, and file folders (2).

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 a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor,

resubmitting work 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 University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.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 University Academic Regulations (available on the Yukon University 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): lac@yukonu.ca.

TOPIC OUTLINE

See next page.

Topic Outline (detailed outline available on course Moodle page)

Week	Project	Due Dates (by Saturday night)
Week 1 (Sept 7-11)	Introductions and Getting Started, plus Intro to Chapter 1; get started on Chapter 1	Practice Assignment
Week 2 (Sept 14-18)	Chapter 1 (cont'd): Create a Worksheet and Chart	Quiz Assignment 1
Week 3 (Sept 21-25)	Chapter 2: Formulas, Functions, & Formatting	
Week 4 (Sept 28 – Oct 2)	Chapter 2 (cont'd): Formulas, Functions, & Formatting	Quiz Assignment 2
Week 5 (Oct 5-9)	Chapter 3: Charting and What-If Analysis	Quiz Assignment 3
Week 6 (Oct 12-16)	Chapter 6: Creating, Sorting, and Querying a Table	
Week 7 (Oct 19-23)	Chapter 6 (cont'd): Creating, Sorting, and Querying a Table	Quiz Assignment 4
Week 8 (Oct 26-30)	Practice Final Exam and Final exam	

* subject to change