



**COURSE OUTLINE**

**MICR 100 (B)**

**INTRODUCTION TO EXCEL**

**31 HOURS  
1.5 CREDITS**

PREPARED BY: Christina Thomas, Instructor  
APPROVED BY: Stephen Mooney, A/Dean

DATE: August 2, 2019  
DATE: August 20, 2019

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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## INTRODUCTION TO EXCEL

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<b>INSTRUCTOR:</b> Christina Thomas	<b>OFFICE HOURS:</b> Mondays 1:00-2 p.m.
<b>OFFICE LOCATION:</b> A2410	<b>CLASSROOM:</b> A2408
<b>E-MAIL:</b> cthomas@yukoncollege.yk.ca	<b>TIME:</b> M/W/F 8:30am-10:00am
<b>TELEPHONE:</b> 668-8755	<b>DATES:</b> Sept. 11-Oct. 30, 2019
<b>FINAL EXAM:</b> November 1, 2019 (9a.m. - Noon)	

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### COURSE DESCRIPTION

This course is an introduction to the concepts of electronic spreadsheeting using Microsoft Excel. In this course, you will 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

None

### EQUIVALENCY OR TRANSFERABILITY

(Office Admin) MICR100 +MICR200 +MICR 110 → (Bus Admin) COMP 161

### 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 tool

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**COURSE FORMAT**

The format of the course will include lectures, demonstrations, and individual work. All sessions will take place in the lab.

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

**ASSESSMENTS:**

**Attendance & Participation**

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class will put a student at a serious disadvantage. A large number of skills must be mastered, and specific information must be understood.

If you do miss a class, please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class. Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

**Assignments**

Each assignment must be presented in a separate file folder with the student's name clearly printed on the tab.

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. 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

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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**

The final exam must be written and completed within the scheduled class time. 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

**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

**Note:**

D = 60 - 69 "D" does not meet the standard as a prerequisite for MICR105, MICR200

F = under 60 (Fail)

### **REQUIRED TEXTBOOKS AND MATERIALS**

Freund, S., Starks, J., & Schmieder, E. (2017). *Microsoft Excel 2016: Comprehensive Edition with SAM Access Code* (Shelly Cashman Series). Boston, MA: Cengage Learning.  
ISBN 978-1-305-87072-7

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 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

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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): lac@yukoncollege.yk.ca.

**TOPIC OUTLINE - subject to change**

Day of Week	Date	Project	Due Dates
Wednesday	Sept 11	Chapter 1 Create a Worksheet and Chart	
Friday	Sept 13	Chapter 1	
Monday	Sept 16	Chapter 1	
Wednesday	Sept 18	Chapter 1	In-class Quiz
Friday	Sept 20	Chapter 2 Formulas, Functions, & Formatting	Assignment 1
Monday	Sept 23	Chapter 2	
Wednesday	Sept 25	Chapter 2	
Friday	Sept 27	Chapter 2	In-class Quiz
Monday	Sept 30	Chapter 3 Large Worksheets, Charting, What-If Analysis	
Friday	Oct 4	Chapter 3	Assignment 2
Monday	Oct 7	Chapter 3	
Wednesday	Oct 9	Chapter 3	In-class Quiz
Wednesday	Oct 16	Chapter 6 Create, Sort and Query a Table	
Friday	Oct 18	Chapter 6	
Monday	Oct 21	Lab Class	Assignment 3
Wednesday	Oct 23	Chapter 6	In-class Quiz
Friday	Oct 25	Practice Exam	
		Office Hour (10:30-12:00)	
Friday	Nov 1	Final Exam (9:00am - 12:00pm)	Assignment 4