

DIVISION OF APPLIED SCIENCE AND MANAGEMENT

MICR 100
1.5 Credit Course
Fall, 2018



COURSE OUTLINE

MICR 100
INTRODUCTION TO EXCEL

31 HOURS
1.5 CREDITS

PREPARED BY: Meg Walker, Instructor

DATE: August 29, 2018

APPROVED BY: Rodney Hulstein, Acting Dean

DATE: September 4, 2018

APPROVED BY ACADEMIC COUNCIL:

RENEWED BY ACADEMIC COUNCIL:



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Introduction to Excel

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|---|-------------------------------------|
| DATES: | Sept. 12 - Nov 2, 2018 |
| INSTRUCTOR: | Meg Walker |
| CLASSROOM & CLASS TIMES: | Asynchronous online |
| TUTORIALS: | online, Wednesdays, 4-5 pm |
| OFFICE HOURS: | Online or via phone, by appointment |
| E-MAIL: | mwalker@yukoncollege.yk.ca |
| PHONE: | 867-993-8800 |

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

None

EQUIVALENCY OR TRANSFERABILITY

(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.yukoncollege.yk.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

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.

Assignments

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

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
MICR 100
1.5 Credit Course
Fall, 2018

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

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
MICR 100
1.5 Credit Course
Fall, 2018

- 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

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|---------------------|------|
| 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 MATERIALS

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 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): lac@yukoncollege.yk.ca.