

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
School of Management, Tourism and Hospitality
Winter, 2015



COURSE OUTLINE

MICR 200

INTERMEDIATE EXCEL

**31 HOURS
1.5 CREDITS**

PREPARED BY: Philip Mullin, Instructor DATE: December 16, 2015

APPROVED BY: Margaret Dumkee DATE: December 23, 2014



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INTERMEDIATE EXCEL

INSTRUCTOR:	Philip Mullin	OFFICE HOURS:	By Appointment
OFFICE LOCATION:	A2431	CLASSROOM:	A2408
E-MAIL:	pmullin@yukoncollege.yk.ca	TIME:	W/F 1:00-2:30pm
TELEPHONE:	668-8758	DATES:	January 6 – March 3

COURSE DESCRIPTION

In this course, the Microsoft Excel software package will be used to address intermediate spreadsheet and database concepts and procedures. Students will learn how to work with templates and multiple worksheets; use financial and database functions; analyze data using goal seeking and data tables; find and extract records that meet comparison criteria; and embed and link objects from one application to another.

PREREQUISITES

MICR 100 and CL 100 with marks of 70% or higher

RELATED COURSE REQUIREMENTS

It is beneficial for students to have the Office 2013 software on their home computers. Students are able to download this software for a small cost from as a Yukon College student.

EQUIVALENCY OR TRANSFERABILITY

MICR 200 is transferable to ABTO 217 within the BC Campus collaborative
MICR 100 & 200 are equivalent to BUS 174

LEARNING OUTCOMES

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

- Build worksheets that use financial functions relating to amortization tables
- Protect worksheets using passwords
- Sort and query excel tables using database functions
- Work with multiple worksheets using 3-D references and custom styles
- Embed and Link objects from other Office applications

COURSE FORMAT:

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

There are 18 hours of scheduled class time, with the remaining time allocated to the daily 3:00 p.m. to 4:00 p.m. self-directed study period.

Four graded assignments will be provided by your instructor. In addition to this work, there will be 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. While away, be sure to check your Moodle course page to stay up to date with materials.

Assignments

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually.

Each assignment must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student's name clearly printed on the

folder tab. Digital copies of assignments will be submitted through Moodle before the due date.

All assignments must be submitted *before the beginning of class* on the due date 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

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.

Final Exam

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 for any reason, you must provide advance notice in order to have an opportunity at writing at a later time. A doctor's note should be obtained if the reason for missing a test is illness. The exam must be written within three days of your return.

Marking Scheme for Assignments

3–5 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
 see the marking guide provided to you

EVALUATION

Assignments	48%
Quizzes	12%
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%
- F = under 60% (Fail)

In order to pass this course, students must obtain an overall mark of 60% or higher.

REQUIRED TEXTBOOKS AND MATERIALS

Freund, S., Jones, M., & Starks, J. (2014). *Microsoft Excel 2013: Comprehensive Enhanced Edition* (Shelly Cashman Series). Boston, MA: Cengage Learning. ISBN 978-1-305-50117-1

CHALLENGING THE COURSE

Should you feel that you already know the material to be covered in this course, you should speak to your instructor about challenging the course. You may challenge the exam ONCE and ONLY ONCE. The exam must be taken on or before **January 27, 2016**. The College Challenge Exam Fee will apply.

If you successfully challenge the final exam, you will receive a “CC” on your transcript. The passing standard is 80%. If you do not meet the passing standard, you are required to complete the whole course in the usual manner. You may use

reference materials when challenging the final exam.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary.

The last day that a student may formally withdraw from the course without academic penalty is **February 5, 2016.**

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:
http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

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.

CHEATING

Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of Yukon College. The penalties for academic dishonesty are severe and are described in section 4.02 and 4.03 of Yukon College's Academic Regulations and Procedures.

Examples of cheating include the following:

Taking unauthorized material into an evaluation and/or talking or communicating with another student during an evaluation. Unauthorized material in an evaluation will be regarded as attempted deception. Unauthorized material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an iPhone). If after the evaluation has started it is discovered that you have unauthorized material in your possession, including any information written on a part of your body or on clothing, it will automatically be assumed that cheating has taken place. The consequence will be the award of a mark of zero for the evaluation affected. Talking or communicating with another student during an evaluation is also considered cheating. You are not allowed to talk or communicate in any way with another student whilst you are in the evaluation room. Talking or communicating with another student during an evaluation may result in you receiving a mark of zero for the evaluation affected.

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.

TOPIC OUTLINE (subject to revision)

Day of Week	Date	Project	Assignment Due
Wednesday	January 6	Chapter 4 (Financial Functions & Data Tables)	
Friday	January 8	Chapter 4	
Wednesday	January 13	Chapter 4	In-class quiz
Friday	January 15	Chapter 5 (Multiple Worksheets)	
Wednesday	January 20	Chapter 5	Assignment 1
Friday	January 22	Chapter 5	In-class quiz
Wednesday	January 27	Chapter 6 (Table Subtotals & Queries)	
Wednesday	February 3	Chapter 6	Assignment 2 In-class quiz
Friday	February 5	Chapter 7 (Templates & Graphics)	
Wednesday	February 10	Chapter 7	Assignment 3
Friday	February 12	Chapter 7	In-class quiz
Wednesday	February 17	Practice Exam	Assignment 4
Thursday	March 3	Final Exam	

PRACTICE ASSIGNMENTS

Chapter 4	Chapter 5	Chapter 6	Chapter 7
Apply 4-1 EX 262 Lab 4-1 EX 266	Analyze 5-1 EX 336 Lab 5-1 EX 337	Lab 6-1 EX 401 Lab 6-2 EX 403	Apply 7-1 EX 463 Supplemental OLE