



COURSE OUTLINE

BUS 174

MICROCOMPUTER APPLICATIONS - Excel

24 HOURS

1.5 CREDITS

Prepared By: _____ Date: _____
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Approved By: _____ Date: _____
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Bus 174 - Microcomputer Applications - Excel

Instructor: Simone Rudge
Contact Hours: 3 – 4 pm Tuesday and Friday
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Classes: Wednesdays, 1 PM – 4 PM

Last date to withdraw without academic penalty: November 18, 2009

COURSE DESCRIPTION:

BUS 174 is 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 2003.

Course Prerequisites

Students are required to have:

- a working ability with Windows
- good keyboarding and mouse skills
- good skills in problem-solving mathematics

(Note that 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)

No course transfers exist for this course.

Course Delivery

Course instruction will be “hands on” and instruction will take place in the lab. Each class will be part of a course long project and upon completion of the course, students will have prepared a variety of spreadsheets and charts using many of the tools and techniques of the program. Classes are 3 hours in length and students will use the concepts covered in the class. Students should also plan on spending extra hours throughout the week to complete the hands-on exercises at the end of each chapter, study for weekly quizzes and work on the course assignment.

Learning Outcomes

The successful completion of BUS 174 indicates the student has demonstrated the ability 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, create macros, and design on-screen forms.
- Create lists and web pages from workbooks.

REQUIREMENTS

Attendance

Attendance is mandatory. A student may be dismissed from a course if more than ten percent (10%) of the scheduled contact hours are missed in any one course (Yukon College Academic Regulations, 4.01). Dismissal from a course may result in loss of full-time status and loss of scholarship funding.

Missing a quiz or examination (arriving too late to write or absent from the class) normally means forfeiture of the mark. An opportunity to write a missed quiz will be granted only for documented medical illness or similar emergency. Vacation scheduling is not an acceptable excuse for missing or re-scheduling a quiz or examination.

Conduct

In the interest of minimizing distractions during class, students are asked not to perform the following activities during class time:

- Sending or receiving email, chatting online, or text messaging
- Surfing the Internet
- Downloading or transferring files from the Internet
- Playing computer games

There may be instances where your instructor may ask you to do the above during class, in which case these activities would be acceptable. Students will receive a verbal warning the first time they are caught doing the above. The second time a written warning will be given. A third offence will result in being required to leave the class.

Students are asked not to use cell phones during class. Cell phone ringers must be turned off during class time.

Dishonesty and Plagiarism

The assignments are individual assignments and group submissions are not permitted. All submissions should be original work prepared for that specific assignment. To copy another person's work or present it as your own will result in penalties. Note that plagiarism is defined not only as submitting someone else's work as yours, but also includes submitting the same assignment for more than one course without the explicit permission of the instructor. The penalties for plagiarism include receiving a mark of 0 for the assignment, a mark of F for the course and expulsion from the College.

EVALUATION

Evaluation for the course will be based as follows:

Quizzes

Five quizzes covering material from the previous week's class will be held each week commencing on the second class. Each quiz will be worth 6% of the final mark. Quizzes will be held at the beginning of each class. Quizzes may not be rescheduled, except for exceptional circumstances and only where prior arrangements have been made with the instructor.

Assignments

There will be one textbook and one major assignment for the course.

The *textbook assignment question (5% value)* will be assigned during the third class and will be due at the beginning of the next class (November 25, 2009). Late assignments will be penalized 10% per working day.

The *major assignment (20% value)* will require students to use the tools and techniques learned in class and will provide practical experience in the design and production of a newsletter. The major assignment will be handed out during the third class, and students will have until the sixth class (December 9, 2009) to complete the assignment. Late assignments will be penalized 10% per working day.

Final Exam

A final exam covering all of the course material will be scheduled for the seventh class, December 16, 2009. 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.

Missing a quiz or examination, (either by absence or arriving late) will normally mean forfeiting the mark for that quiz or exam. The opportunity to write a missed quiz may be granted if a valid reason, - *documented medical illness or emergency* - can be provided. Students requesting extensions on assignments should note that extensions are granted for extraordinary circumstances only and will not be granted after the deadline for submission for any reason.

	Component	Weight
Evaluation	Quizzes (6% each)	30%
	Assignments	25%
	Final Exam	45%
	Total	100%

COURSE REQUIREMENTS

Supplies

Students will submit the assignments to a secure folder, details on submitting will be provided by the second class. Floppy disks will not be accepted for submission of assignments. It is recommended that students purchase a USB disk drive.

Note-taking materials will also be required.

Textbook

There is one required textbook for the course:

O'Leary, Timothy J. and O'Leary, Linda I.: The O'Leary Series – Microsoft Office Excel 2003 – Introductory Edition (McGraw Hill)

Syllabus

Date	Topic
October 28, 2009	Course Introduction Creating and Editing a Worksheet
November 4, 2009	Charting Worksheet Data
November 18, 2009	Managing and Analyzing a Workbook
November 25, 2009	<i>Textbook Assignment is due at the beginning of class</i> Using Solver, Creating Templates, and Evaluating Scenarios
December 2, 2009	Using Data Tables, Creating Macros, and Designing Onscreen Forms
December 9, 2009	<i>Course Assignment is due at the beginning of class</i> Creating Lists and Web Pages
December 16, 2009	Final Examination