



## COURSE OUTLINE

### **MICR 200 INTERMEDIATE EXCEL**

**1.5 CREDITS**

PREPARED BY: Christina Thomas, Instructor

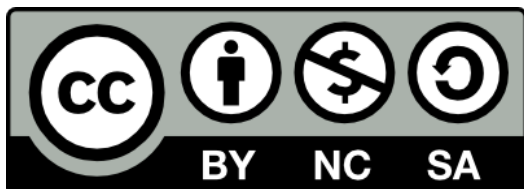
DATE: January 25, 2021

APPROVED BY: Ernie Prokopchuk, Interim Dean

DATE: February 4, 2021

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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## INTERMEDIATE EXCEL

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**INSTRUCTOR:** Christina Thomas  
**OFFICE LOCATION:** Not applicable  
**CLASSROOM:** Online

**OFFICE HOURS:** Tuesdays 2:30-3:00 p.m. and  
Thursdays 10-10:30 a.m.

**TIME:** Asynchronous – online, with optional  
tutorials, Tues. & Thurs. 1-2:30 p.m.

**TELEPHONE:** 668-8755

**DATES:** March 8 to April 20, 2021

**FINAL EXAM:** April 21, 2021, 9 a.m. to Noon

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### 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; analyse 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 with mark of 70% or higher

### 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:

- 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 course content is presented through asynchronous activities. These will be accessed through our course website at [www.moodle.yukonu.ca](http://www.moodle.yukonu.ca).

Students will work through Modules 4, 5, 6 and 7. 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 Module quizzes and one final examination.

### **ASSESSMENTS:**

#### **Attendance & Participation**

It is essential for students to attend online tutorials as required and participate in all class activities. The tutorials will be opportunities to have general course materials explained and questions answered. 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 200 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.

### **Quizzes and Exam**

There are four quizzes which will be completed on the MICR 200 Moodle web site. Each quiz is timed for 20 minutes. The Moodle system does not allow quizzes to be submitted after the deadlines posted and the timer begins as soon as the quiz is opened.

There is one 3-hour final exam. It must be written and completed on April 21, 2021 at 9:00 a.m. Reference materials including your textbook 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](http://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, they should contact the Learning Assistance Centre (LAC): <https://www.yukonu.ca/student-life/learning-matters/learning-assistance-centre>.

**DIVISION OF APPLIED SCIENCE AND MANAGEMENT**  
**MICR 200**  
**Intermediate Excel**  
**1.5 Credits**  
**Winter, 2021**

**TOPIC OUTLINE** \* subject to change

Week	Project	Deadlines ▪ due by Noon on date listed	
		Quiz	Assignment
<b>Week 1</b> (March 8-12)	Module 4: Functions, Data Tables and Amortization Schedules		
<b>Week 2</b> (March 15-19)	Module 4 (cont'd): Financial Functions, Data Tables and Amortization Schedules	Quiz 1    March 19	Assignment 1: March 20
<b>Week 3</b> (March 22-26))	Module 5: Working with Multiple Worksheets and Workbooks	.	
<b>Week 4</b> (March 29 -April 2)	Module 5 (cont'd): Working with Multiple Worksheets and Workbooks	Quiz 2    April 1	Assignment 2: April 3
<b>Week 5</b> (April 5 - 9)	Module 6: Creating, Sorting, and Querying a Table (from page 340) Students to review pages 305 to 339 from MICR 100	Quiz 3    April 9	
<b>Week 6</b> (April 12-16)	Module 7: Creating Templates, Importing Data		Assignment 3: April 17
<b>Week 7</b> (April 19-23)	Quiz, Practice Final Exam and Final exam	Quiz 4    April 20	Assignment 4: April 21