



COURSE OUTLINE

MICR 100(A)

INTRODUCTION TO EXCEL

**31 HOURS
1.5 CREDITS**

PREPARED BY: Philip Mullin, Instructor

DATE: August 28, 2017

APPROVED BY: Margaret Dumkee, Dean

DATE: September 6, 2017

APPROVED BY ACADEMIC COUNCIL



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MICR100(A)

INSTRUCTOR:	Philip Mullin	OFFICE HOURS:	T/TH 12:00 - 3:00
OFFICE LOCATION:	A2431	CLASSROOM:	A2408
E-MAIL:	pmullin@yukoncollege.yk.ca	TIME:	M/W/F 10:30am-12:00pm
TELEPHONE:	668-8758	DATES:	Sept. 13-Nov. 3, 2017

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 → (Bus Admin) BUS174
ABTO117

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 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

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* (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 Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_2016-17_Academic_Calendar_and_Regulations.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.

CHALLENGING THE COURSE

Should you feel that you already know the material to be covered in MICR100, 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 **Friday, September 29, 2017**. **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. The last day that a student may formally withdraw from MICR100 without academic penalty is **October 20, 2017**. Failure to complete the course from that date will result in an "F" indicating failure on your transcript.

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.

TOPIC OUTLINE

SYLLABUS (subject to revision)

Day of Week	Date	Project	Due Dates
Wednesday	Sept 13	Course introduction	
Friday	Sept 15	Chapter 1 Create a Worksheet and Chart	
Monday	Sept 18	Chapter 1	
Wednesday	Sept 20	Chapter 1	
Friday	Sept 22	Chapter 1	In-class Quiz
Monday	Sept 25	Chapter 2 Formulas, Functions, & Formatting	Assignment 1
Wednesday	Sept 27	Chapter 2	
Friday	Sept 29	Chapter 2	
Monday	Oct 2	Chapter 2	In-class Quiz
Wednesday	Oct 11	Chapter 3 Large Worksheets, Charting, What-If Analysis	Assignment 2
Friday	Oct 13	Chapter 3	
Monday	Oct 16	Chapter 3	
Wednesday	Oct 18	Chapter 3	In-class Quiz
Friday	Oct 20	Chapter 6 Create, Sort and Query a Table	Assignment 3
Monday	Oct 23	Chapter 6	
Wednesday	Oct 25	Chapter 6	In-class Quiz
Friday	Oct 27	Course Review	Assignment 4
Monday	Oct 30	Course Review	
Wednesday	Nov 1	Practice Exam	
Friday	Nov 3	Final Exam (9:00am - 12:00pm)	

PRACTICE ASSIGNMENT SUMMARY

Chapter 1	Chapter 2	Chapter 3	Chapter 6
Lab 1-2 EX55	Lab 2-2 EX110	Lab 3-2 EX181	Apply 6-1 EX359