



School of Business and Leadership

MICR 100

Introduction to Excel

Term: Fall 2021

Number of Credits: 1.5

Course Outline

INSTRUCTOR: Christina Thomas

OFFICE HOURS: Monday and Friday 12:30-1 p.m.

OFFICE LOCATION: TBA

CLASSROOM: A2408

E-MAIL: cthomas@yukonu.ca

TIME: M/W/F 1pm-2:20 pm

TELEPHONE: messages can be left at 668-8762

DATES: September 8 – October 22

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. You will then apply these fundamentals to create, edit, format, and print worksheets; create, edit and print graphic information; and create and sort a table

COURSE REQUIREMENTS

Prerequisite(s): None

Corequisite(s): This course offering is intended for students enrolled in the Office Administration program.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information:

<https://www.yukonu.ca/admissions/transfer-credit>

(Office Admin) MICR100 + MICR200 + MICR110 → (Bus Admin) COMP161

(Office Admin) MICR100 + MICR200 → (Bus Admin) BUS174

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.

LEARNING OUTCOMES

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

- 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

Weekly breakdown of instructional hours

There will be 3 mandatory classes (1.2 hours each class) per week as per the syllabus. It is expected that this course will require at least 6 hours/week of homework and additional reading. It is important to note that the time required will vary by individual.

Delivery format

The course content is presented through lectures, demonstrations, and individual work in the computer lab. Course information will be accessed through our course website found under “My Courses” on www.yukonu.ca. Students will work through Chapters 1, 2, 3 and 6 in the textbook. Coursework must be completed on a set schedule as outlined in the topic syllabus below. Four graded assignments will be provided by your instructor. In addition to this work, there will be four chapter quizzes and one final examination.

EVALUATION

Assignments/Quizzes	60%
Final Exam	40%
Total	100%

Student Engagement and Professionalism

Engagement and professionalism in the classroom are critical to success. Punctuality, regular attendance, and full participation are ways for students to demonstrate professionalism and engagement. Success in this course requires active, positive, and professional engagement in class activities and discussions, reflecting thoughtful consideration of course material.

It is essential for students to attend all online tutorials and complete class activities. The material covered will be cumulative and missing a class 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 assignment submission box on the MICR 100 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.

Tests

There is one final exam. It must be written and completed within the scheduled exam 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.

A detailed marking guide is on the course website.

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)

COURSE WITHDRAWAL INFORMATION

This is a 6.5-week, 1.5 credit course so the withdrawal date is different from the published full-term withdrawal date. If you wish to withdraw from this course, you must do so officially (at Admissions) by Friday, October 9, 2021. Refer to the YukonU website for other important dates.

TEXTBOOKS & LEARNING 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

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

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 by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Subject to Change

Day of Week	Date	Project	Due Dates
Wednesday	Sept 8	Chapter 1 Create a Worksheet and Chart	
Friday	Sept 10	Chapter 1	
Monday	Sept 13	Chapter 1	
Monday	Sept 20	Chapter 2 Formulas, Functions, & Formatting	In-class Quiz
Wednesday	Sept 22	Chapter 2	Assignment 1
Friday	Sept 24	Chapter 2	
Monday	Sept 27	Chapter 2	In-class Quiz
Wednesday	Sept 29	Chapter 3 Large Worksheets, Charting, What-If Analysis	
Friday	Oct 1	Chapter 3	Assignment 2
Monday	Oct 4	Chapter 3	
Wednesday	Oct 6	Chapter 3	In-class Quiz
Wednesday	Oct 13	Chapter 6 Create, Sort and Query a Table	
Friday	Oct 15	Chapter 6	
Monday	Oct 18	Chapter 6	Assignment 3
Wednesday	Oct 20	Lab Class: Quiz and Practice Exam	In-class Quiz
Friday	Oct 22	Final Exam (9:00am - 12:00pm)	Assignment 4