



School of Business and Leadership

MICR 200

Intermediate Excel

Term: Winter 2022

Number of Credits: 1.5

Course Outline

INSTRUCTOR: Christina Thomas

OFFICE HOURS: Monday and Wednesday 3:00-3:30 pm

OFFICE LOCATION: TBA

CLASSROOM: Online (Zoom classroom)

E-MAIL: cthomas@yukonu.ca

TIME: Synchronous – online M/W/ 2 -2:50 pm

TELEPHONE: please email

DATES: Jan. 10 to Feb. 28 **EXAM:** Mar 2, 2022, 1 to 4 pm

COURSE DESCRIPTION

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.

COURSE REQUIREMENTS

MICR 100 with mark of 70% or higher

RELATED COURSE REQUIREMENTS

This course is offered through online delivery in a synchronous format. Students will need access to a computer with MS Excel 2016 and the internet to complete the course.

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 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. There will be 2 classes (50 minutes each class) per week as per the syllabus. It is expected that this course will require at least 6 hours/week of homework, practice and additional reading. It is important to note that the time required will vary by individual.

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.

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.

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 March 2, 2022 at **1:00 p.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.

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, February 18, 2022. 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

Week	Project	Deadlines ▪ due by Noon on date listed	
		Quiz	Assignment
Week 1 (Jan 10-15)	Module 4: Functions, Data Tables and Amortization Schedules		
Week 2 (Jan 17-22)	Module 4 (cont'd): Financial Functions, Data Tables and Amortization Schedules	Quiz 1 January 21	Assignment 1: January 22
Week 3 (Jan 24-29)	Module 5: Working with Multiple Worksheets and Workbooks	.	
Week 4 (Jan 31-Feb 5)	Module 5 (cont'd): Working with Multiple Worksheets and Workbooks	Quiz 2 February 4	Assignment 2: February 5
Week 5 (Feb 7-12)	Module 6: Creating, Sorting, and Querying a Table (from page 340) Students to review pages 305 to 339 from MICR 100	Quiz 3 February 11	
Week 6 (Feb 14-19)	Module 7: Creating Templates, Importing Data		Assignment 3: February 19
Week 7 (Feb 28 – Mar 2)	Quiz, Practice Final Exam and Final exam	Quiz 4 February 28	Assignment 4: March 2