



**COURSE OUTLINE**

**BUS 174**

**MICROCOMPUTER APPLICATIONS EXCEL 2016**

**21 HOURS**

**1.5 CREDITS**

PREPARED BY: Christina Thomas, Instructor      DATE: July 24, 2017

APPROVED BY: Margaret Dumkee, Dean      DATE: July 25, 2017

APPROVED BY ACADEMIC COUNCIL



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**BUS 174 - MICROCOMPUTER APPLICATIONS EXCEL**

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**INSTRUCTOR:** Christina Thomas                      **OFFICE HOURS:** Mondays, 3-4 pm  
**OFFICE LOCATION:** A2410                              **CLASSROOM:** A2702  
**E-MAIL:** cthomas@yukoncollege.yk.ca              **TIME:** Wed. & Fri. (1:00 - 2:30)  
**TELEPHONE:** (867) 668-8755                      **DATES:** Oct. 25 to Dec. 6, 2017  
**FINAL EXAM:** December 8, 1-4 pm, A2702

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**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 2016.

**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)*

**EQUIVALENCY OR TRANSFER**

YUKO MICR 100 and MICR 200  
CAPU BCPT 123 (3) If taken with BUS 172

**LEARNING OUTCOMES**

Upon completion of the course, students should be able 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, and design on-screen forms
- Create lists and web pages from workbooks

## **COURSE FORMAT**

This course will be offered in blended format with some lectures video-captured for students to work on at their own pace in the computer labs or at home via the course site. 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 documents using many of the tools and techniques of the program. Classes are 1.5 hours in length and students will use the concepts covered in the class. Students should also plan to spend extra hours throughout the week to complete the practice labs at the end of each chapter, study for weekly quizzes and work on the course assignments.

## **ASSESSMENTS**

### **Attendance & Participation**

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a serious disadvantage. A large number of very specific skills must be mastered, and a great deal of specific information must be understood.

If you do miss a class(es), please let the instructor know in advance, if possible, and the instructor can then tell you how to make up for the missed class(es). Upon returning to class after any absence, students are responsible for checking with the instructor to pick up handouts and assignments.

### **Assignments**

Seven assignments will need to be completed for the course. The course assignments will require students to use the tools and techniques learned in class and will provide practical experience with the material studied in class. Please see the course syllabus for assignment due dates. Late assignments will be penalized 10% per working day and **no assignment will be marked after a three-day period.**

1. Module One Assignment - Lab 2: Sales Analysis Worksheet (EX 55)
2. Module Two Assignment - Lab 2: Sales Summary Worksheet (EX 110)
3. Module Three Assignment - Lab 2: Updating a Weekly Payroll Worksheet (EX 181)
4. Module Four Assignment - Apply Your Knowledge: Loan Payment Calculator (EX 233)
5. Module Five Assignment - Lab 2: Consolidating Data by Linking Workbooks (EX 302)
6. Module Six Assignment - Apply Your Knowledge: Creating a Table with Conditional Formatting (EX 359)
7. Module Nine Assignment - Lab 2: Finding the Optimal Product Mix (EX 550)

Each assignment will be printed in black and white and must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student’s name clearly printed on the folder tab. All assignments must be

submitted ***before the beginning of class*** on the day requested, unless previous arrangements have been made ***in writing*** with the instructor. An electronic version of each assignment ***will also*** be handed in via Moodle (yukoncollege.me) before the specified due date. Late assignments may be handed in via email. E-mailed assignments must have a subject line of **“BUS174, Assignment Description”**. The description to use for any given assignment may be found in the Syllabus (ex. minor or major assignment). Append “, B” or “, C” and so on for revised submissions. *Marks will be deducted for improperly handed-in work or presented work.*

**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.

### Marking Scheme for Assignments

5 marks will be deducted for all major errors on assignments and the final exam, including, but not limited to:

- typing errors
- spelling errors
- not following instructions
- functional errors
- incomplete printouts
- calculation errors

2-3 marks will be deducted for all minor errors

### Quizzes

Five quizzes covering material from the previous week's class will be held each week commencing on the second week of class. Each quiz will be worth 5% 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.

### Final Exam

A final exam covering all aspects of the course will take place in the lab on December 9 from 1-4 pm. 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.

### EVALUATION

Evaluation	Component	Weight
	Quizzes (5% each)	30%
	Assignments	30%
	Final Exam	40%
	Total	100%

### REQUIRED TEXTBOOKS AND MATERIALS

#### Textbook

Freund, Starks, and Schmieder. Shelly Cashman Series® Microsoft® Office 365 & Excel 2016: Comprehensive, 1st Edition with SAM access code, Boston, MA: Cengage Learning. ISBN: 9781337496898

#### Materials

- It is recommended that students purchase a USB disk drive.
- 6 file folders (to use for handing in assignments)

## **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 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.

## **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](http://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](mailto:lassist@yukoncollege.yk.ca).

**SYLLABUS (subject to revision)**

Date	Topic
October 25	Course Introduction Ch. 1: Creating and Editing a Worksheet
October 27	Ch. 1: Creating and Editing a Worksheet
November 1	<b>Chapter 1 Assignment Due Quiz (Chapter 1)</b> Ch. 2: Formulas, Functions, and Formatting
November 3	Ch. 2: Formulas, Functions, and Formatting
November 8	<b>Chapter 2 Assignment Due Quiz (Chapter 2)</b> Ch. 3: Working with Large Worksheets, Charting, and What-If-Analysis
November 10	Ch. 3: Working with Large Worksheets, Charting, and What-If-Analysis
November 15	<b>Chapter 3 Assignment Due Quiz (Chapter 3)</b> Ch. 4: Financial Functions, Data Tables, and Amortization Schedules
November 17	Ch. 4: Financial Functions, Data Tables, and Amortization Schedules
November 22	<b>Chapter 4 Assignment Due Quiz (Chapter 4)</b> Ch. 5: Using Data Tables, Using Lookup and If Functions and Designing Forms
November 24	<b>Chapter 5 Assignment Due</b> Ch. 6: Creating, Sorting, and Querying a Table
November 29	<b>Quiz (Chapter 5 &amp; 6)</b> Ch. 7: Creating Templates and Importing Data
December 1	<b>Chapter 6 Assignment Due</b> Ch. 9: Formula Auditing, Data Validation, and Complex Problem Solving
December 6	Ch. 9: Formula Auditing, Data Validation, and Complex Problem Solving
December 8 1-4 pm	<b>Chapter 9 Assignment Due</b> Final Examination