



Things you need to  
know for the lab

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ITM 102



# The lab book....

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- Skills with Microsoft for Excel 2013 - **Custom Edition for Ryerson University**
- Author: Kris Townsend + S. Gaskin
- Publisher: Pearson





# Lab book options

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- Option 1 – Printed Book with access codes for companion websites.
- Option 2 – eBook with access codes
- Option 3 – Printed Book and eBook with access codes

The logo consists of a vertical black line on the left, a horizontal black line below it, and three overlapping squares: a yellow one at the top left, a red one below it, and a blue one to the right of the red one. The word "Blackboard" is written in a blue, sans-serif font to the right of the graphic.

# Blackboard

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- [my.ryerson.ca](http://my.ryerson.ca)
- You can check announcements, grades recorded etc. on Blackboard.
- Before you email the instructor with questions, please check Blackboard first, the answers may be there already.



# Grading scheme

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- 8 Weekly attendance/exercises – 16 marks (see lab schedule for detail)
- 2 Application quizzes – (6+8) 14 marks
  - Total = 30 marks for the lab
- These marks will be combined with your lecture marks for your final grade for the course



# Weekly marks

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- Lab attendance is mandatory.
- All marks are accessed during lab period (16 marks max.) You have to complete all assignment during your lab section period for the lab marks. Late comers may miss marks for missed assignment.



# Weekly marks – lab assignments

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- Lab exercises must be done in the lab period and are due at the end of each lab period 2 marks each lab.
  - 1 mark for questions on BB
  - 1 mark for exercise submission.
- Late submissions will not be credited.



# Application Quizzes

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- Quizzes are done in the lab periods (45 mins).
- Quiz #1 carries 6 marks – week 7.
- Quiz #2 carries 8 marks – week 12.
- They may include questions(multiple choice/short answers/true or false) and application work.
- Closed books, notes etc..



# Exam/test/quiz

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- Ryerson Medical certificate
  - are required for missed labs
  - The form can be downloaded from the Ryerson website.
  - It must be filled out by your doctor and submitted to TRSITM office (TRS2-004) within 3 working days of the scheduled task. i.e. if your class is on Monday, the deadline is Thursday at 4pm.



# During Lab time

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- All cell phones must be turned off
- No headsets/earphones allowed
- Close all social networking programs (facebook, twitter, email etc..)
- When asked to close laptops (if you bring one) or turn off monitors. You must do so.
- Bring your i>Clicker



# E-mail communication

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- Subject line MUST contain: ITM102
- Only e-mail from Ryerson domain will be acknowledged.
- i.e. email from hotmail, rogers, sympatico etc will be ignored



# Appointments

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- Request through e-mail
  - Subject line must contain the words "ITM 102".
  - Wait for confirmation.
  - 24 hours required.
- You must cancel your appointment if you can't make it. Missed appointments will carry penalty.



# Contact information

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Please enter your name,  
email (@Ryerson.ca) and  
room number here.