

	School of Business and Leadership
	MICR 100 Introduction to Excel
	Term: 202401 Number of Credits: 1.5
Course Outline	

INSTRUCTOR: Rodney Hulstein

OFFICE LOCATION: A2416

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PHONE: (867) 668-8703

OFFICE HOURS: Tuesday 9am to 10am

CLASSROOM: Online Classroom (Link is in Moodle)

TIME: M/W (9am – 10:20am)

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

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:
<https://www.yukonu.ca/admissions/transfer-credit>

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

Our class will meet online three times per week via Zoom. Please attend and participate in these classes as the content will be delivered in a synchronous manner. That is, each class we will review and practice new material. In addition to the regular class times, please schedule 3 hours per week of time to work on practice material and assignments.

Delivery format

Online synchronous – please attend these classes by clicking on this link: <https://yukonu-ca.zoom.us/j/83143673234>

EVALUATION

Assignments/Quizzes	60 %
Final Project (due Oct. 18)	40 %
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Open textbook available on course Moodle site.

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.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Subject to Change

Day of Week	Date	Project	Due Dates
Wednesday	Sept 4	Chapter 1 - Creating a Worksheet and Chart	
Monday	Sept 9	Chapter 1	
Wednesday	Sept 11	Chapter 2 & 3 - Formulas, Functions, & Formatting	Assignment 1
Monday	Sept 16	Chapter 2 & 3	
Wednesday	Sept 18	Chapter 2 & 3	
Monday	Sept.23	Chapter 4 & 6 - Large Worksheets, Charting, and What-If Analysis Chapter 3	Assignment 2
Wednesday	Sept 25	Chapter 4 & 6	
Monday	Sept 30	NO CLASS	
Wednesday	Oct 2	Chapter 4 & 6	Assignment 3
Monday	Oct 7	Chapter 5 - Tables	
Wednesday	Oct 9	Chapter 5 - Tables	
Monday	Oct 14	NO CLASS	Assignment 4
Wednesday	Oct 16	Review	
Friday	Oct 18	Final Project Due at midnight	