

	School of Business and Leadership
	MICR 200 Intermediate Excel
	Term: 2024-02 (Winter 2025) Number of Credits: 1.5
Course Outline	

INSTRUCTOR: Rodney Hulstein

FORMAT: Online Asynchronous

OFFICE LOCATION: A2416

CLASSROOM: N/A

E-MAIL: rhulstein@yukonu.ca

TIME: N/A

PHONE: (867) 668-8703

DATES: January 6 to February 25, 2025

OFFICE HOURS: By appointment

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; analyze 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 a mark of 70% or higher

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 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

Delivery format

The delivery format is online asynchronous. Students will be required to work through the course work on Moodle and in the textbook on a regular and consistent schedule. Practice projects and assignments will be submitted to track progress through the course. All material will be posted in Moodle and

students may review these materials on their own schedule. Please note that there will be regular assignment deadlines for this course.

Weekly breakdown of instructional hours

Our class will be comprised of 3 hours of practice work each week. The practice material and lessons will be posted to Moodle. Furthermore, there will be assignments due each Sunday to ensure that the course is progressing. Please schedule 3-6 hours per week of time to work on practice material and assignments.

The format of the course will include individual work. Assignments are due Sundays following a week of class. For effectiveness and value of the learning process, remaining updated with weekly lectures and assignments is essential. Email and regular, frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the Moodle course website. Checking your Yukon University email daily is necessary to keep up with class activities. The use of the Moodle course website is mandatory. It is expected that this course will require 3-6 hours/week of total work. It is important to note that the time required will vary by individual.

EVALUATION

Assignments	60%
Final Project	40%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. January 30 would be the last day to withdraw without academic penalty.

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](mailto:access@yukonu.ca) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Subject to Change

Week	Project	Due Dates
1 (Jan 6 to 12)	Course Introductions Module 1: Intermediate Table Skills (review pages 271 to 293 then complete remainder of chapter)	Assignment 1 due Jan. 12 (5.4 Chapter Practice)
2 (Jan 13 to 19)	Module 1 (cont'd): Intermediate Table Skills (review pages 271 to 293 then complete remainder of chapter)	Assignment 2 due Jan 19
3 (Jan 20 to 26)	Module 2: Review of lookup functions, data protection, templates (GPA Calculator)	Assignment 3 due Jan. 26
4 (Jan 27 to Feb 2)	Module 3: Multiple Sheet Files (chapter 6 from textbook)	Assignment 4 due Feb 2 (6.5 Chapter Practice)
5 (Feb 3 to 9)	Module 4: Functions for Personal Finance (review pages 85 to 125 then complete remainder of chapter)	Assignment 5 due Feb. 9 (2.5 Chapter Practice)
6 (Feb 10 to 16)	Module 4 (cont'd): Functions for Personal Finance (review pages 85 to 125 then complete remainder of chapter)	Assignment 6 due Feb 16
Reading Week - No classes		
7 (Feb 24 to Mar 2)	Final Project	Final Project due on March 2 at midnight