

	<b>School of Business and Leadership</b>
	<b>MICR 100</b> <b>Introduction to Excel</b>
	<b>Term: 202301</b> <b>Number of Credits: 1.5</b>
<b>Course Outline</b>	

**INSTRUCTOR:** Rodney Hulstein

**OFFICE LOCATION:** A2416

**E-MAIL:** [rhulstein@yukonu.ca](mailto:rhulstein@yukonu.ca)

**PHONE:** (867) 668-8703

**OFFICE HOURS:** Tuesday 9am to 10am

**CLASSROOM:** Online Classroom (click link below)

<https://yukonu-ca.zoom.us/j/83143673234>

**TIME:** M/W/F (9am – 9:50am)

### **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 Exam	40 %
Total	100%

### COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

### TEXTBOOKS & LEARNING MATERIALS

Shelly Cashman Series® Microsoft® Office 365® & Excel®2021 Comprehensive, 1st Edition

### 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](mailto:access@yukonu.ca).

### TOPIC OUTLINE

[www.yukonu.ca](http://www.yukonu.ca)

Subject to Change

Day of Week	Date	Project	Due Dates
Wednesday	Sept 6	Chapter 1 - Creating a Worksheet and Chart	
Friday	Sept 8	Chapter 1	
Monday	Sept 11	Chapter 1	
Wednesday	Sept 13	Chapter 2 - Formulas, Functions, & Formatting	In-class Quiz on Ch. 1
Friday	Sept 15	Chapter 2	Assignment 1
Monday	Sept. 18	Chapter 2	
Wednesday	Sept 20	Chapter 2	
Friday	Sept 22	<b>NO CLASS</b>	
Monday	Sept 25	Chapter 3 - Large Worksheets, Charting, and What-If Analysis Chapter 3	In-class Quiz on Ch. 2
Wednesday	Sept 27	Chapter 3	Assignment 2
Monday	Oct 2	<b>NO CLASS</b>	
Wednesday	Oct 4	Chapter 3	
Friday	Oct 6	Chapter 3	In-class Quiz on Ch. 3
Monday	Oct 9	<b>NO CLASS</b>	
Wednesday	Oct 11	Chapter 6 - Creating, Sorting and Querying a Table	Assignment 3
Friday	Oct 13	Chapter 6	
Monday	Oct 16	Chapter 6	
Wednesday	Oct 18	Lab Class: Quiz and Practice Exam	In-class Quiz on Ch.6 Assignment 4
Friday	Oct 20	Final Exam (9:00am - 12:00pm)	