



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2016**

**OA 1140: Microsoft Excel, Core Level– 1.5 (0-0-3) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Janelle MacRae

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**OFFICE HOURS:** W/Th/F:

1:00 – 2:20 pm

\*Or by Appointment

**CALENDAR DESCRIPTION:** A basic business math module will emphasize a range of mathematical calculations used in business. Students will use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

**PREREQUISITE(S)/COREQUISITE:** none

**REQUIRED TEXT/RESOURCE MATERIALS:**

- Microsoft Excel 2016 Levels 1 & 2 “Benchmark Series” Nita Rutkosky, EMC Paradigm Publishing

**DELIVERY MODE(S): Lab:** A laboratory class is when you do individual work with help, and go over your own answers and weaknesses if any.

**COURSE OBJECTIVES:**

This course will teach you to design, create, format and maintain spreadsheets and to integrate Excel with other applications.

**LEARNING OUTCOMES: Upon successful completion of the course, students will be able to:**

**Chapter 1:**

- Identify the various elements of an Excel workbook
- Create, save, and print a workbook
- Enter data in a workbook
- Edit data in a workbook
- Use the AutoComplete, AutoCorrect, and AutoFill features
- Insert a formula using the AutoSum button
- Apply basic formatting to cells in the workbook
- Use the Help and Tell Me features

**Chapter 2:**

- Write formulas with mathematical operators
- Type a formula in the Formula bar
- Copy a formula
- Identify common formula and function errors
- Use the Insert Function dialog box to insert a formula in a cell
- Write formulas with the AVERAGE, MAX, MIN, COUNT, COUNTA, NOW, and TODAY functions
- Use absolute and mixed cell references in formulas

**Chapter 3:**

- Change column widths and row heights
- Insert rows and columns
- Delete cells, rows, and columns
- Clear data in cells
- Apply formatting to data cells
- Apply formatting to selected data using the Mini toolbar
- Apply a theme and customize the theme font and colors
- Format numbers
- Repeat the last action
- Automate formatting with Format Painter
- Hide and unhide rows and columns

**Chapter 4:**

- Change worksheet margins
- Center a worksheet horizontally and vertically on a page
- Change page orientation and size
- Insert and remove a page break in a worksheet
- Print column and row titles on multiple pages
- Scale data
- Insert a background picture
- Set and clear a print area
- Insert headers and footers
- Customize print jobs
- Complete a spelling check
- Find and replace data and cell formatting in a worksheet
- Sort data in cells in ascending and descending order
- Filter data

**Chapter 5:**

- Create a workbook with multiple worksheets
- Move, copy, and paste cells within and between sheets
- Move, rename, format worksheet tabs

- Hide/unhide worksheets
- Print a workbook containing multiple worksheets
- Change the zoom
- Split a worksheet into windows and freeze/unfreeze panes
- Name a range of cells and use a range in a formula
- Open multiple workbooks
- Arrange, size, and move workbooks
- Copy and paste data between workbooks
- Link data between worksheets

#### **Chapter 6:**

- Create and rename a folder
- Delete workbooks and folders
- Copy and move workbooks within and between folders
- Copy and move worksheets between workbooks
- Maintain consistent formatting with cell styles
- Insert, modify, and remove hyperlinks
- Create financial forms using templates

#### **Chapter 7:**

- Create a chart with data in an Excel worksheet
- Size, move, edit, format, and delete charts
- Print a selected chart and print a worksheet containing a chart
- Change a chart location
- Insert, move, size, and delete chart elements and shapes
- Use the Quick Analysis feature
- Write formulas with the PMT and FV financial functions
- Write formulas with the IF logical function

#### **Chapter 8:**

- Insert symbols and special characters
- Insert, size, move, and format images
- Insert a screenshot
- Draw, format, and copy shapes
- Insert, format, and type text in a text box
- Insert and format SmartArt graphics
- Insert and format WordArt

### **TRANSFERABILITY:**

N/A

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Math Module	6%
Chapter Assignments	24%
Chapter Quizzes	40%
Final Exam	30%

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1	Introduction: Math Review	
2	Preparing an Excel Workbook	CH: 1
3		
4	Inserting Formulas in a Worksheet	CH: 2
5		
6	Formatting an Excel Worksheet	CH: 3
7		
8	Enhancing a Worksheet	CH: 4
9		
10	Moving Data within/between Workbooks	CH: 5

11		
12	Maintaining Workbooks	CH: 6
13		
14	Creating Charts and Inserting Formulas	CH: 7
15		
16	Adding visual interest to Workbooks	CH: 8

**STUDENT RESPONSIBILITIES:**

Daily attendance is essential! More than 3 missed classes may result in a recommendation of being debarred from exams.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

\*\*Note: all Academic and Administrative policies are available on the same page.