



## **DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

### **COURSE OUTLINE – WINTER 2016**

#### **OA 2271 MICROSOFT EXCEL COMPREHENSIVE – 3 (0-0-4.5) 67.5 Hours**

**INSTRUCTOR:** Lacie Reilly

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**OFFICE:** Edson

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**OFFICE HOURS:** By appointment

**CALENDAR DESCRIPTION:** Introductory through to expert level concepts and techniques of Microsoft Excel through lectures, demonstrations and hands-on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing and integrating data.

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

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Benchmark Series Excel 2013 Level 1, Rutkosky, Roggenkamp, Rutkosky, EMC Paradigm

**AND**

Benchmark Series Excel 2013 Level 2, Sequin, Davidson, EMC Paradigm

**OR**

Benchmark Series Excel 2013 Levels 1 & 2, Rutkosky, Sequin, Davidson, Roggenkamp, Rutkosky, EMC Paradigm

**DELIVERY MODE(S):** Lecture/Lab

**CREDIT/CONTACT HOURS:** This is a 3 credit course, 67.5 hours

**COURSE OBJECTIVES:** This course introduces students to:

- Introductory through to expert level concepts and techniques
- How to prepare and format a worksheet, maintain and enhance workbooks
- Advanced formatting
- Formulas and data management
- Managing and integrating data

**LEARNING OUTCOMES:** As a result of taking this course, students will gain the ability to:

- Preparing an Excel Workbook - Starting with an empty workbook and building from scratch
- Formatting a Worksheet – Column and Row sizing, Fill, Font, Paragraph and Editing options
- Math Review + Inserting Formulas – BEDMAS and the effect on Excel, SUM, MAX, MIN, AVERAGE
- Advanced Functions – IF, COUNTIF, SUMIF, AVERAGEIF
- Advanced Formatting – Conditional formatting, Formatting rules
- Working with Tables – Create and utilize tables
- Using Data Analysis – Scenario Manager, Goal Seek, Data Validation
- Moving Data – Between worksheets, workbooks and additional programs
- Protecting and Sharing Workbooks – Locking workbook and cells, sharing via One Drive, Email, etc.
- Macros/Importing & Exporting – Creating and using macros
- Adding Visual Interest – Charts, Smart Art, Word Art
- Importing & Exporting Data – Using Word, Access, WWW, and more

**TRANSFERABILITY:**

\*\* 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:**

Chapter Assignments	40%
Exam #1, Unit 1 (Chapters 1-4)	30%
Exam #2, Unit 2 (Chapters 5-8)	30%

## GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

**STUDENT RESPONSIBILITIES:** Students are responsible for attending class, notifying the instructor if they are going to be late or absent, determining and completing any information or assignments they may have missed, handing assignments in on time.

### 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 [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Related Material Benchmark Series, Excel Level 1 & Excel Level 2
1	Introductions + Course Housekeeping	Student Resources CD/USB Stick
2	Preparing an Excel Workbook	Level 1 Chapter 1
	Advanced Formatting	Level 2 Chapter 1
3/4	Math Review + Inserting Formulas	Level 1 Chapter 2
	Advanced Functions	Level 2 Chapter 2
5	Formatting a Worksheet	Level 1 Chapter 3
	Working with Tables	Level 2 Chapter 3
6	Enhancing a Worksheet	Level 1 Chapter 4
	Summarizing Data	Level 2 Chapter 4
7	<b>Exam Review/Exam 1 - Level 1 Chapters 1-4 Level 2 Chapters 1-4</b>	
8		
9	Moving Data	Level 1 Chapter 5
	Using Data Analysis	Level 2 Chapter 5
10	Maintaining Workbooks	Level 1 Chapter 6
	Protecting and Sharing Workbooks	Level 2 Chapter 6
11/12	Charts	Level 1 Chapter 7
	Macros	Level 2 Chapter 7
13	Charts/Adding Visual Interest	Level 1 Chapter 7/8
	Macros/Importing & Exporting	Level 2 Chapter 7/8
14	Adding Visual Interest	Level 1 Chapter 8
	Importing & Exporting Data	Level 2 Chapter 8
15	<b>Exam Review/Exam 2 - Level 1 Chapters 5-8 Level 2 Chapters 5-8</b>	
16		