



School of Health Wellness and Career Studies  
**Department of Business and Office Administration**

**COURSE OUTLINE – FALL 2015**

**OA 1140 MICROSOFT EXCEL, CORE LEVEL - 1.5 (0-0-3) 45 HOURS**

**INSTRUCTOR:** Raymond Savage      **PHONE:** 780.539.2712  
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**OFFICE HOURS:** MTWR 1130 - 1300

**PREREQUISITE(S)/COREQUISITE:**

None

**REQUIRED TEXT/RESOURCE MATERIALS:**

Benchmark Series Excel 2013 Level 1, Rutkowsky, EMC Paradigm

1 x memory stick

4 x file folders

**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.

**CREDIT/CONTACT HOURS:**

1.5/45

**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.

**OBJECTIVES:**

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

**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**

**GRADING CRITERIA:**

Chapter Projects	10%
Major Projects (2)	15%
Midterm Exam	15%
Chapter Quizzes	30%
Final Exam	25%
Job Success Skills	5%

**STUDENT RESPONSIBILITIES:**

To read, understand and comply with GPRC academic policies.

\*\*Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at [https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

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**EVALUATIONS:**

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

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1	Introduction: Math Review	Rutkowsky
2	Preparing Excel worksheet	CH: 1
3		
4	Inserting Formulas	CH: 2
5		
6	Formatting Excel worksheet	CH: 3
7		
8	Enhancing a worksheet	CH: 4
9		
10	Moving data within/between worksheets	CH: 5
11		
12	Maintaining workbooks	CH: 6
13		
14	Creating charts and inserting formulas	CH: 7
15		
16	Adding visual interest	CH: 8

**Course Policies:**

Exams: Any missed exams will result in a grade of 0% without prior arrangements.

Quizzes: Any missed quizzes will be written during the next scheduled class with a 25% penalty

Projects/Assignments/Other:

- **DUE DATE:** Due without penalty at end of scheduled class.
- **LATE DATE:** Beginning of next scheduled class period after Due Date: 25% Penalty.
- **DEAD DATE:** Score of 0% for any work not handed in based on the above timelines. Instructor has the right to alter this date based on circumstances.

**Learning Outcomes**

- Upon successful completion of Chapter 1, you will be able to:
  - Identify the various elements of an excel workbook
  - Create, save, and print a workbook
  - Enter data in a workbook
  - Edit data in a workbook
  - Insert a formula using the autosum button
  - Apply basic formatting to cells in the workbook
  - Use the Help feature
- Upon successful completion of Chapter2, you will be able to:
  - Write formulas with mathematical formulas

- Type a formula in the Formula bar
- Copy a formula
- Use the insert Function feature to insert a formula in a cell
- Write formulas with the AVERAGE, MAX, MIN, COUNT, NOW, and TODAY functions
- Create absolute and mixed cell references
- Upon successful completion of Chapter 3, you will be able to:
  - Change column widths
  - Change row heights
  - Insert rows and columns in a worksheet
  - Delete cells, rows, and columns in a worksheet
  - 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 colour
  - Format numbers
  - Repeat the last action
  - Automate formatting with Format Painter
  - Hide and unhide rows and columns
- Upon successful completion of Chapter 4, you will be able to:
  - Change worksheet margins
  - Center a worksheet horizontally and vertically on a page
  - Insert a page break in a worksheet
  - Print gridlines and row and column heights
  - Set and clear a print area
  - Insert headers and footers
  - Customize print jobs
  - Complete a spelling check on a worksheet
  - Find and replace data and cell formatting in a worksheet
  - Sort data in cells in ascending and descending order
  - Filter a list using Autofilter
- Upon successful completion of Chapter 5, you will be able to:
  - Create a workbook with multiple worksheets
  - Move, copy, and paste cells within and between sheets
  - Split a worksheet into windows and freeze frames
  - 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
- Upon successful completion of Chapter 6, you will be able to:
  - 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 styles
  - Insert, modify, and remove hyperlinks
  - Create financial forms using templates
- Upon successful completion of Chapter 7, you will be able to:
  - 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
- Write formulas with the PMT and FV financial functions
- Write formulas with the IF logical function
- Upon successful completion of Chapter 8, you will be able to:
  - 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 a picture image as a watermark
  - Insert and format SmartArt graphics
  - Insert and format WordArt
- **Course Objectives**
  - Create and edit spreadsheets of varying complexity
  - Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style.
  - Analyze numerical data and project outcomes to make informed decisions
  - Plan, research, create, revise, and publish worksheets and workbooks to meet specific communication needs
  - Given a workplace scenario requiring a number-based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively