



DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2021

OA1145 (A2): EXCEL AND ACCESS CORE – 3 (3-0-1.5) 67.5 Hours for 15 Weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR: Janelle MacRae **PHONE:** 780-539-2215
OFFICE: C305 **E-MAIL:** jmacrae@gprc.ab.ca
OFFICE HOURS: Monday and Wednesday 10:00 – 11:30 AM

CALENDAR DESCRIPTION:

This course is intended to familiarize the student with the comprehensive use and professional application of computers in daily office activities. Students will be expected to develop a core level knowledge of Microsoft Excel and Access. This course also introduces the current operating system, computer terminology, electronic file management and business math concepts.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

- 1) Cirrus For Benchmark Series: Microsoft Excel 365/2019 Level 1
ISBN: 9780763895013
(Cirrus access code, digitally delivered + text -180 days)
- 2) Cirrus For Benchmark Series: Microsoft Access 365/2019 Level 1
ISBN: 9780763895006
(Cirrus access code, digitally delivered + text -180 days)



DELIVERY MODE(S):

High Flex - This type of course gives students the option of attending sessions in the classroom, participating remotely, or doing both. Please note that some course components require onsite attendance.

In this course, the only on site requirement will be the Final Exam. However, in order to be fully prepared for an onsite exam, in-person attendance is recommended for the unit tests as well.

Please note, if attending remotely via Zoom, students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

Note: GPRC reserves the right to change the course delivery.

Webcams must be always on during the duration of the class. This will require proper attire, a distraction-free area with minimal noise, adequate lighting, and reliable technology/internet connection. Students will be removed from the Zoom classroom that do not adhere to these requirements.

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
- Use windows Explorer to manage and manipulate files and apply electronic file management concepts.
- Create database tables to organize business or personal records
- Modify and manage tables to ensure that data is accurate and up to date
- Perform queries to assist with decision making
- Plan, research, create, revise and publish database information to meet specific communication needs
- Given a workplace scenario requiring the reporting and analysis of data, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively

LEARNING OUTCOMES:

Upon completion of the course students will obtain the following skills:

MICROSOFT ACCESS

Upon completion of the Access Module you will:

- Describe elements found in an electronic database.
- Find and sort data in an electronic database.
- Describe how databases can be used in records management and e-commerce.

Access Level 1, Chapter 1 Managing and Creating Tables

Upon completion of this chapter you will be able to:

- Open and close objects in a database
- Insert, delete, and move rows and columns in a table
- Hide, unhide, freeze, and unfreeze columns
- Adjust table column width
- Preview and print a table
- Design and create a table
- Rename column headings
- Insert a column name, caption, and description
- Insert Quick Start fields
- Assign a default value and field size

Access Level 1, Chapter 2 Creating Relationships between Tables

Upon completion of this chapter you will be able to:

- Define a primary key in a table

- Create a one-to-many relationship
- Specify referential integrity
- Print, edit, and delete relationships
- Create a one-to-one relationship
- View and edit a Subdatasheet

Access Level 1, Chapter 3 Performing Queries

Upon completion of this chapter you will be able to:

- Design query to extract specific data from tables*
- Modify queries*
- Design queries with Or and And criteria*
- Use the Simple Query Wizard to create queries*
- Create a calculated field*
- Use aggregate functions in queries*
- Create crosstab, duplicate, and unmatched queries*

Access Level 1, Chapter 4 Creating and Modifying Tables in Design View

Upon completion of this chapter you will be able to:

- Create a table in Design view*
- Assign a default value*
- Use the Input Mask Wizard and the Lookup Wizard*
- Validate field entries*
- Insert, move, and delete fields in Design view*
- Insert a Total row*
- Sort records in a table*
- Print selected records in a table*
- Complete a spelling check*
- Find specific records in a table*
- Find and replace data in records in a table*
- Apply text formatting*
- Use the Help feature*

Access Level 1, Chapter 5 Creating Forms

Upon completion of this chapter you will be able to:

- Create a form using the Form button*
- Change views in a form*
- Print and navigate in a form*
- Add records to and delete records from a form*
- Create a form with a related table*
- Customize a form*
- Create a split form and multiple items form*
- Create a form using the Form Wizard*

Access Level 1, Chapter 6 Creating Reports and Mailing Labels

Upon completion of this chapter you will be able to:

- Create a report using the Report button*
- Display a report in Print Preview*
- Create a report with a query*
- Format and customize a report*

Group and sort records in a report
Create a report using the Report Wizard
Create mailing labels using the Label Wizard

Access Level 1, Chapter 7 Modifying, Filtering, and Viewing Data

Upon completion of this chapter you will be able to:

Filter data by selection and form
Remove a filter
View object dependencies
Compact and repair a database
Encrypt a database with a password
View and customize document properties
Customize the Recent tab Backstage view
Save a database in an earlier version of Access
Save a database object in PDF file format

Access Level 1, Chapter 8 Exporting and Importing Data

Upon completion of this chapter you will be able to:

Export Access data to Excel
Export Access data to Word
Merge Access data with a Word document
Exporting an Access object to a PDF or XPS file
Import data to a new table
Link data to a new table
Use the Office Clipboard

MICROSOFT EXCEL

Business Math Review

Excel Level 1, Chapter 1 Preparing the Excel Worksheet

Upon successful completion of this chapter 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*

Excel Level 1, Chapter 2

Upon successful completion of this chapter 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*

Excel Level 1, Chapter 3

Upon successful completion of this 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*

Excel Level 1, Chapter 3

Upon successful completion of this chapter 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*

Excel Level 1, Chapter 5

Upon successful completion of this chapter 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*

Excel Level 1, Chapter 6

Upon successful completion of this chapter 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

Excel Level 1, Chapter 7

Upon successful completion of this chapter 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

Excel Level 1, Chapter 8

Upon successful completion of this chapter 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

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** 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:

Excel Assignments	15%
Excel Quizzes	20%
Access Assignments	15%
Access Quizzes	20%
COMPREHENSIVE FINAL EXAM	30%
	100%

GRADING CRITERIA:

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:

Week		Chapter	Lesson Plan File	Description
1	Class 1			Overview of Course Outline, Course Schedule Business Math Overview
	Class 2	Prep		Overview of Cirrus, download Excel files, Intro to Excel
2	Class 3	Level 1, Ch 1		Preparing an Excel Worksheet
	Class 4	Level 1, Ch 1		Preparing an Excel Worksheet
	Class 5	Level 1, Ch 1		Lab class – finish and turn in assignments/ attendance optional
3	Class 6	Level 1, Ch 2		Inserting Formulas in a Worksheet
	Class 7	Level 1, Ch 2		Inserting Formulas in a Worksheet – work day
	Class 8	Level 1, Ch 2		Chapter 2 Work Day and Assignments Due
4	Class 9	Level 1, Ch 3		Formatting an Excel Worksheet
	Class 10	Level 1, Ch 4		Enhancing a Worksheet
	Class 11	Ch 3 & 4		Work Day and Assignments Due
5	Class 12	Chs 1 - 4		Unit 1 QUIZ REVIEW
	Class 13	Level 1, U1 QUIZ		Level 1, U1 QUIZ
	SPARE			
6	Class 14	Level 1, Ch 5		Moving Data Within and Between Workbooks

Week		Chapter	Lesson Plan File	Description
	Class 15	Level 1, Ch 6		Maintaining Workbooks
	Class 16	Ch 5 & 6		Work day and assignments due
7	<i>Week 7 is our FALL BREAK WEEK! No Classes</i>			
8	Class 17	Level 1, Ch 7		Creating Charts and Inserting Formulas
	Class 18	Level 1, Ch 8		Adding Visual Interest to Workbooks
	Class 19	Ch 7 & 8		Work day and assignments due
9	Class 20	Chs 5 - 8		Unit 2 QUIZ REVIEW
	Class 21	Level 1, U2 QUIZ		Level 1, U2 QUIZ
9 – Friday, Start ACCESS	Class 22	Getting Started		Intro to Access, Read: Chapter 1 Creating Database Table, start on chapter projects
10	Class 23	Level 1, Ch 1		Access Ch 1 Work Day
	Class 24	Level 1, Ch 2		Creating Relationships Between Tables
	Class 25	Level 1, Ch 1 and 2		Work day and assignments due
11	Class 26	Level 1, Ch 3		Performing Queries
NO CLASS NOVEMBER 11 – REMEMBRANCE DAY				
11	Class 27	Level 1, Ch 4		Modifying and Managing Tables
	Class 28	Level 1, Ch 3 and 4		Ch 3 and 4 Work Day
12	Class 29	Level 1, Access U1		Chapter 3 and 4 Assignments Due, QUIZ REVIEW DAY
	Class 30	Level 1, Access U1		Access Level 1, U1 QUIZ
13	Class 31	Level 1, Ch 5		Creating Forms

	Class 32	Level 1, Ch 6	Creating Reports and Mailing Labels
	Class 33	Level 1, Ch 5 and 6	Ch 5 and 6 work day with assignments due
14	Class 34	Level 1, Ch 7	Modifying, Filtering and Viewing Data
	Class 35	Level 1, Ch 8	Importing and Exporting Data
	Class 36	Level 1, Ch 7 and 8	Ch 7 and 8 work day with assignments and Access Unit 2 Quiz Review
15	Class 37	Level 1, Access U2 QUIZ	Level 1, U2 QUIZ
	Class 38	REVIEW	Review of Exam Topics - Final class

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:

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 Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

POLICY ON CELL PHONES AND SOCIAL MEDIA APPLICATIONS

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs.

TESTING AND EXAM POLICIES

Excel and Access tests will be written as scheduled. **No rewrites will be given. If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.**

Final examinations will be scheduled by the registrar's office. Do not plan any activities during examination week.

DUE DATES: Work must be submitted to MyClass and Cirrus by the due date and time given. No lates will be accepted.

EMAIL CORRESPONDENCE:

*All email correspondence must be sent from your GPRC student email account and must be professionally formatted (i.e., subject line filled in, proper greeting, spelling, and grammar check, etc.). Emails that do not follow the above requirements will not be responded to.

TECHNOLOGY REQUIREMENTS:

For those attending class via Zoom or anyone wishing to work on assignments at home you will need access to the Office 365 versions of Excel and Access for this course. GPRC offers students Office 365 software for free while you are a student. To access it, follow these instructions:

1. Log into your myGPRC account
2. Click on My Profile, then Account Information
3. Click on the Software Access link on the left
4. Click on the blue 'Get Microsoft Office now!' link in the text
5. On the login page, enter your MyClass password (the username should already contain an email address) and click OK
6. Click on the red Install button in the top right
7. Once the software has downloaded and installed (how quickly this happens depends on your computer and your network connection, it is a large file so it can take quite some time), open Word, Excel, or PowerPoint and enter your [student ID number]@student.gprc.ab.ca and your D2L password when prompted to activate the software
8. If you already have Office 365 installed on your computer, you can go to Accounts under the File tab and sign in with your GPRC student email and password to activate the license if necessary.

Please note, if you have a Mac, the Mac version of Office 365 does not include Access. To use Access for our Access portion of the course, you will have to follow these instructions (you only need to do this once, the downloaded file will work every time after that):

1. Install the Microsoft Remote Desktop app from the App Store (round orange icon)
2. Go to <https://rdweb.gprc.ab.ca> and log in (username: gprc\student ID number; password is same as Moodle)
3. Click on the TSLABS button to download the file
4. Move the file from their Downloads folder to the desktop, then double click to run it
5. When asked to log in, use the same login information as was used to log into redweb.gprc.ab.ca.

SOFTWARE & NETWORK REQUIREMENTS

Application	
Web Browser	Google Chrome (with auto updates enabled)
Office Suite <i>*GPRC students receive a free Microsoft Office 365 license for Windows or macOSX</i>	Microsoft Office 2019/365

Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

MINIMUM DEVICE REQUIREMENTS

Note: Students may experience some issues using Chromebooks with some applications. Chromebooks are NOT to be used for this course.

NOTE: A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality, but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

COURSE MANAGEMENT SYSTEM

GPRC uses the “myClass” (D2L) online course management system.

To access myClass (D2L), visit <https://myClass.gprc.ab.ca/>

AUDIO/VIDEO CONFERENCING SOFTWARE:

GPRC uses the Zoom web-based audiovisual conference system. Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging, surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

To take part in a zoom meeting (class), you will need a headset or speakers and a microphone. The first time that you connect to Zoom, you will be prompted to run through some set-up routines that will run automatically from the server. To participate in Zoom meetings, click on the meeting links that your instructor has set up within your myClass course space.