

Grading Criteria:

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

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 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*

COURSE POLICIES:

Unit Tests: Unit Tests must be taken during the specified time period. No rewrites will be given. If there is an excusable absence, the weighting of the missed test will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.

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

EXAM POLICIES

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

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.