



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION  
COURSE OUTLINE – FALL 2019**

**OA 1145 ED/HI (3-0-1.5) EXCEL AND ACCESS CORE 67.5 Hours**

**Monday-Wednesday-Friday 1:00-2:20**

**Instructor** Tashia Lepage

**Phone** 780-865-7666

**Office** Hinton

**E-mail** tlepage@gprc.ab.ca

**Office Hours** By appointment

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**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)/CO REQUISITE(S):**

None

**Required Text/Resource Materials:**

Rutkowsky, Rutkowsky, Benchmark Series: Microsoft Excel  
2016 Level 1 - Text and Workbook, EMC Paradigm

Rutkosky, Rutkosky, Benchmark Series: Microsoft Access  
2016 Level 1 - Text and Workbook EMC Paradigm



**Delivery Mode(s):**

This course will take place in a computer lab setting. Lectures will occur at the beginning of each chapter and will demonstrate and explain the concepts covered.

**Grading Criteria:**

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

<b>ASSIGNMENT</b>	<b>WEIGHTING</b>
Excel Assignments	15%
Excel Quizzes	20%
Access Assignments including Electronic File Management	15%
Access Quizzes	20%
COMPREHENSIVE FINAL EXAM	30%
	100%

In order to receive credit for OA 1145, **YOU MUST ACHIEVE 50 PERCENT ON THE FINAL EXAMINATION, AND A COURSE COMPOSITE GRADE OF AT LEAST D (50%).** You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>		<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
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**











##### **Electronic Records Management**

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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 2016 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 Timeline and Schedule**

Week		Chapter	Lesson Plan File	Description
1	Class 1		Couse Outline and Overview	Overview of Course Outline, Course Schedule
	Class 2		Excel Intro - Moodle	Intro to Excel
2	Class 3	Level 1, Ch 1	BM-Excel2016-L1	Preparing an Excel Worksheet
	Class 4	Level 1, Ch 1	BM-Excel2016-L1	Preparing an Excel Worksheet – work day and assignments due
	Class 5	Level 1, Ch 2	BM-Excel2016-L1	Inserting Formulas in a Worksheet
3	Class 6	Level 1, Ch 2	BM-Excel2016	Inserting Formulas in a Worksheet – work day

Week		Chapter	Lesson Plan File	Description
	Class 7	Level 1, Ch 2	BM-Excel2016	Inserting Formulas in a Worksheet – work day and assignments due
	Class 8	Level 1, Ch 3	BM-Excel2016	Formatting an Excel Worksheet
4	Class 9	Level 1, Ch 4	BM-Excel2016	Enhancing a Worksheet
	Class 10	Level 1, Ch 3 and 4	BM-Excel2016	Work Day, Ch 3 and 4 assignments due
	Class 11	Level 1, Chs 1-4	BM-Excel2016	Unit 1 QUIZ REVIEW
5	Class 12	Level 1, U1 QUIZ	BM-Excel2016	Level 1, U1 QUIZ
	Class 13	Level 1, Ch 5	BM-Excel2016	Moving Data Within and Between Workbooks
	Class 14	Level 1, Ch 5	BM-Excel2016	Work day and assignments due
6	<b>Monday, October 8<sup>th</sup> – College Closed for Thanksgiving Monday</b>			
	Class 15	Level 1, Ch 6	BM-Excel2016	Maintaining Workbooks
	Class 16	Level 1, Ch 6	BM-Excel2016	Work day and assignments due
7	Class 17	Level 1, Ch 7	BM-Excel2016	Creating a Chart in Excel
	Class 18	Level 1, Ch 8	BM-Excel2016	Adding Visual Interest to Workbooks
	Class 19	Level 1, U2	BM-Excel2016	Work day and assignments due
8	Class 20	Level 1, U2 QUIZ	BM-Excel2016	Excel Unit 2 QUIZ REVIEW
	Class 21	Level 1, U2 QUIZ		Level 1, U2 QUIZ
	Class 22			SPARE/REVIEW/EXTRA IF NEEDED



Week		Chapter	Lesson Plan File	Description
9	Class 23	Getting Started	BM-Access2016 Electronic Records Management Lecture	Intro to Access, Read: Chapter 1 Creating Database Table, start on chapter projects
	Class 24	Level 1, Ch 2	BM-Access2016	Creating Relationships Between Tables
	Class 25	Level 1, Ch 1 and 2	BM-Access2016	Access Ch 1 and 2 work day and assignments due.
10	Class 26	Level 1, Ch 3	BM-Access2016	Performing Queries
	Class 27	Level 1, Ch 4	BM-Access2016	Modifying and Managing Tables
	Class 28	Level 1, Ch 2 and 3	BM-Access2016	Ch 3 and 4 Work day and assignments due.
<b>November 8, 11 and 12 – Fall Break</b>				
11	Class 29	Level 1, Chs 1- 4	BM-Access2016	Access Unit 1 QUIZ REVIEW
	Class 30	Level 1, Access U1	BM-Access2016	Access Level 1, U1 QUIZ
12	Class 31	Level 1, Ch 5	BM-Access2016	Creating Forms
	Class 32	Level 1, Ch 6	BM-Access2016	Creating Reports and Mailing Labels
	Class 33	Level 1, Ch 5 and 6	BM-Access2016	Ch 5 and 6 work day with assignments due
13	Class 34	Level 1, Ch 7	BM-Access2016	Modifying, Filtering and Viewing Data
	Class 35	Level 1, Ch 8	BM-Access2016	Importing and Exporting Data
	Class 36	Level 1, Ch 7 and 8	BM-Access2016	Ch 7 and 8 work day with assignments

Week		Chapter	Lesson Plan File	Description
14	Class 37	Level 1, Chs 5 - 8	BM-Access2016	Access Unit 2 Quiz Review
	Class 38	Level 1, Access U2 QUIZ	BM-Access2016	Level 1, U2 QUIZ
	Class 39	<b>REVIEW</b>	Review Class for Excel and Access Final Exam	<b>Review of Exam Topics</b> - Final class

### 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.