GPRC

Department of Business and Office Administration

COURSE OUTLINE – NEW

OA 1145 ED-HI (3-0-1.5) 67.5 hours

MICROSOFT EXCEL AND ACCESS CORE

Monday, Wednesday, and Friday 1 – 2:20 p.m.

Instructor	Lacie Reilly	**Phone**	780-723-5206
Office	Edson	**E-mail**	lreilly@gprc.ab.ca
Office Hours	By appointment		

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 student to Windows 10, computer terminology, and electronic file management; and provides a review of basic business math concepts.
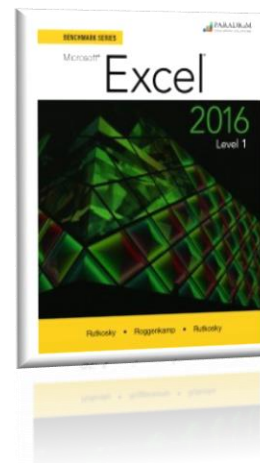
Prerequisite(s)/co requisite(s):

None

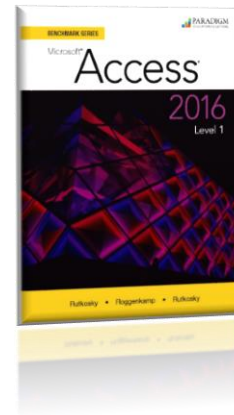## Required Text/Resource Materials:

Rutkowsky, Rutkowsky, Benchmark Series: Microsoft Excel 2016 Level 1 - Text and eBook, EMC Paradigm
ISBN: 978-0-76386-990-8

Rutkosky, Rutkosky, <u>Benchmark Series: Microsoft Access 2016 Level 1 - Text and eBook</u> EMC Paradigm ISBN: 978-0-76386-996-0

<u>Delivery Mode(s):</u>

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.

<u>Grading Criteria:</u>

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

ASSIGNMENT	WEIGHTING
Excel Assignments	20%
Excel Tests	20%
Access Assignments	15%
Access Tests	20%
COMPREHENSIVE FINAL EXAM	25%
	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

TRANSFERABILITY:

*Warning: Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities**. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page http://www.transferalberta.ca or, if you do not want to navigate through few links, at http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2

** 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**

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 EXCEL

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:

- *Chance 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*

MICROSOFT ACCESS

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*

Course Timeline and Schedule

Week		Chapter	Lesson Plan File	Description
1	Class 1		Couse Outline and Overview Business Math	Overview of Course Outline, Course Schedule Business Math Lesson 1
	Class 2		Business Math	Business Math Lesson 2
	Class 3	Level 1, Ch 1	BM-Excel2013-L1-Session03	Preparing an Excel Worksheet
2	Class 4	Level 1, Ch 1	BM-Excel2013-L1-Session04	Preparing an Excel Worksheet
	Class 5	Level 1, Ch 2	BM-Excel2013-L1-Session05	Inserting Formulas in a Worksheet
	Class 6	Level 1, Ch 2	BM-Excel2013-L1-Session06	Inserting Formulas in a Worksheet
3	Class 7	Level 1, Ch 2	BM-Excel2013-L1-Session07	Inserting Formulas in a Worksheet
	Class 8	Level 1, Ch 3	BM-Excel2013-L1-Session08	Formatting an Excel Worksheet
	Class 9	Level 1, Ch 3	BM-Excel2013-L1-Session09	Formatting an Excel Worksheet
4	Class 10	Level 1, Ch 4	BM-Excel2013-L1-Session10	Enhancing a Worksheet
	Class 11	Level 1, Ch 4	BM-Excel2013-L1-Session11	Enhancing a Worksheet
	Class 12	Level 1, U1 QUIZ	BM-Excel2013-L1-Session12	Level 1, U1 QUIZ
5	Class 13	Level 1, Ch 5	BM-Excel2013-L1-Session13	Moving Data Within and Between Workbooks
	Class 14	Level 1, Ch 5	BM-Excel2013-L1-Session14	Moving Data Within and Between Workbooks
	Class 15	Level 1, Ch 6	BM-Excel2013-L1-Session15	Maintaining Workbooks
6	Class 16	Level 1, Ch 6	BM-Excel2013-L1-Session16	Maintaining Workbooks
	Class 17	Level 1, Ch 7	BM-Excel2013-L1-Session17	Creating a Chart in Excel
	Class 18	Level 1, Ch 7	BM-Excel2013-L1-Session18	Creating a Chart in Excel
7	Class 19	Level 1, Ch 8	BM-Excel2013-L1-Session19	Adding Visual Interest to Workbooks

Week		Chapter	Lesson Plan File	Description
	Class 20	Level 1, Ch 8	BM-Excel2013-L1-Session20	Adding Visual Interest to Workbooks
	Class 21	Level 1, Ch 8	BM-Excel2013-L1-Session21	Adding Visual Interest to Workbooks
8	Class 22	Level 1, U2 QUIZ	BM-Excel2013-L1-Session22	Level 1, U2 QUIZ

Week		Chapter	Lesson Plan File	Description
8	Class 23	Getting Started	BM-Access2013-L1-Class01 Electronic Records Management Lecture	Intro to Course, Getting Read: Chapter 1 Creating Database Table
	Class 24	Level 1, Ch 1	BM-Access2013-L1-Session02	Creating Database Table Read: Chapter 1 Overview BM Chapter 1 Do: All Chapter Projects
9	Class 25	Level 1, Ch 1	BM-Access2013-L1-Session03	Creating Database Table Do: End of Chapter Exercises
	Class 26	Level 1, Ch 2	BM-Access2013-L1-Session04	Creating Relationships Between Tables Read: Chapter 2 Overview Do: All Chapter Projects
9	Class 27	Level 1, Ch 2	BM-Access2013-L1-Session05	Creating Relationships Between Tables Do: End of Chapter Exercises
	Class 28	Level 1, Ch 3	BM-Access2013-L1-Session06	Performing Queries Read: Chapter 3 Overview Do: All Chapter Projects
	Class 29	Level 1, Ch 3	BM-Access2013-L1-Session09	Performing Queries Do: End of Chapter Exercises
11	Class 30	Level 1, Ch 4	BM-Access2013-L1-Session10	Modifying and Managing Tables Read: Chapter 4 Overview Do: All Chapter Projects
	Class 31	Level 1, Ch 4	BM-Access2013-L1-Session12	Modifying and Managing Tables Do: End of Chapter Exercises
	Class 32	Level 1, Ch 5	BM-Access2013-L1-Session13	Creating Forms Read: Chapter 5 Overview Do: All Chapter Projects
12	Class 33	Level 1, Ch 5	BM-Access2013-L1-Session12	Creating Forms Do: End of Chapter Exercises

Week		Chapter	Lesson Plan File	Description
	Class 34	Level 1, Access U1 QUIZ	BM-Access2013-L1-Session 13	Level 1, U1 QUIZ
	Class 35	Level 1, Ch 6	BM-Access2013-L1-Session16	Creating Reports and Mailing Labels Read: Chapter 6 Overview Do: All Chapter Projects
13	Class 36	Level 1, Ch 6	BM-Access2013-L1-Session18	Creating Reports and Mailing Labels Do: End of Chapter Exercises
	Class 37	Level 1, Ch 7	BM-Access2013-L1-Session19	Modifying, Filtering and Viewing Data Read: Chapter 7 Overview Do: All Chapter Projects
	Class 38	Level 1, Ch 7	BM-Access2013-L1-Session21	Modifying, Filtering and Viewing Data Do: End of Chapter Exercises
14	Class 39	Level 1, Ch 8	BM-Access2013-L1-Session22	Importing and Exporting Data Read: Chapter 8 Overview Do: All Chapter Projects
	Class 40	Level 1, Ch 8	BM-Access2013-L1-Session24	Importing and Exporting Data Do: End of Chapter Exercises
	Class 41	Level 1, Ch 8	BM-Access2013-L1-Session25	Final Exam Overview and Work day to complete Chapter 8
15 & FINAL EXAM WEEK	Class 42	Level 1, Access U2 QUIZ	BM-Access2013-L1-Session 26	Level 1, U2 QUIZ
	Class 43	**TEST**	BM-Access AND Excel 2016-L1-Test Session 1 1.5 hours	**Level 1, Unit 1 Final Test**
	Class 44	**TEST**	BM-Access AND Excel 2016-L1-Test Session 2 1.5 hours	**Level 1, Unit 1 Final Test**
		TEST	BM-Access2013-L1-Test Session 3 3 hours	**Level 1, Unit 2 Final Test 3 Hours**

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.

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 Admission Guide at
http://www.gprc.ab.ca/programs/calendar/

or the College Policy on Student Misconduct: Plagiarism and Cheating at
http://www.gprc.ab.ca/about/administration/policies/

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