



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

COURSE OUTLINE – FALL 2015

OA 2271 MICROSOFT EXCEL COMPREHENSIVE - 3.0 (0-0-4.5) 67.5 HOURS

INSTRUCTOR: Raymond Savage **PHONE:** 780.539.2712
OFFICE: C404 **E-MAIL:** rsavage@gprc.ab.ca

OFFICE HOURS: MTWR 1130 - 1300

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Benchmark Series Excel 2013 Level 1 &2, Rutkowsky, EMC Paradigm

1 x memory stick

4 x file folders

CALENDAR DESCRIPTION:

Introductory through to expert level concepts and techniques of Microsoft Excel through lectures, demonstrations, and hands on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing and integrating data.

CREDIT/CONTACT HOURS:

3.0/67.5

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	5%
Major Projects (4)	20%
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

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

EVALUATIONS:

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

Course Policies:

Attendance: more than 3 missed classes may result in a recommendation of “Debarred from the Midterm and Final Exam”

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1	Preparing an Excel Worksheet/Inserting Formulas in a worksheet	L1Ch1/Ch2
2	Formatting an excel worksheet	L1Ch3
3	Enhancing a Worksheet	L1Ch4
4	Moving data within and between workbooks	L1Ch5
5	Maintaining Workbooks	L1Ch6
6	Creating Charts and Inserting Formulas/ Adding visual interest to workbooks	L1Ch7/Ch8
7	Advanced formatting techniques	L2Ch1
8	Advanced functions and formulas	L2Ch2
9	Working with Tables and Data features	L2Ch3
10	Summarizing and Consolidating Data	L2Ch4
11	Using Data Analysis Features	L2Ch5
12	Protecting and Sharing Workbooks	L2Ch6
13	Automating Repetitive Tasks and Customizing Excel	L2Ch7
14	Importing, Exporting, and Distributing Data	L2Ch8

Learning Outcomes:

The student will learn the following:

<ul style="list-style-type: none"> • Plan and design a worksheet • Identify Excel window components • Enter and edit data in cells • Describe and use symbols and the order of precedence • Display cell formulas • Insert and delete rows and columns • Use cell ranges: move, copy, paste, paste special, auto fill • Manage worksheets 	<ul style="list-style-type: none"> • Use AND, OR, NOT, and IFERROR functions • Define amortization and use amortization tables • Consolidate data from multiple worksheets • Define the three-dimensional workbook • Link workbooks • Create the documentation
---	--

<ul style="list-style-type: none"> • Format worksheets • Print • Manage cell comments • Create and copy formulas • Use relative and absolute cell referencing • Use AutoSum • Insert basic statistical, date, IF, VLOOKUP, PMT, and FV functions • Freeze rows and columns • Hide and unhide rows, columns, worksheets • Protect a cell, a worksheet, and a workbook • Control calculation • Print large worksheets • Explore basic table management • Sort data • Filter and total data • Separate and combine text • Manipulate text with functions • Identify and remove duplicate rows • Group and subtotal data 	<p>worksheet</p> <ul style="list-style-type: none"> • Restrict values to a drop-down list • Audit formulas • Set up a Watch Window • Create a one-variable and then two-variable data table • Solve problems with Goal Seek • Track changes • Enable simultaneous changes by multiple users • Save workbooks in different formats • Copy data to Word and PowerPoint • Finalize documents • Prepare workbooks for distribution • Understand Excel options • Work with the Quick Access Toolbar • Add add-ins • Create nested IF function • Work with windows • Use conditional functions
---	---

Course Objectives:

The course will teach the students:

- 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 communications needs
- Given a workplace scenario requiring a numbers based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively