GPRC

DEPARTMENT of BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2021

OA1145 (EC): 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):

Online - This type of course will be offered online. There are no set class times and students attend remotely and asynchronously.

This is a paced online course, meaning there are weekly requirements that must be met.

Students will be expected to work through class material on the myclass.gprc.ab.ca course page as well as the supplementary Cirrus website.

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:

<u>MICROSOFT ACCESS</u>
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:

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 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

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

** Note: All Academic and Administrative polices 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

TESTING AND EXAM POLICIES

Excel and Access unit tests and the Final Exam 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.
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:
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 ***GPRC students receive a free Microsoft Office 365 license for Windows or macOSX**	Microsoft Office 2019/365

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

COURSE MANAGEMENT SYSTEM
GPRC uses the "myClass" (D2L) online course management system.
To access myClass (D2L), visit https://myClass.gprc.ab.ca/