



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2017

OA 1145 3(3-0-1.5) 67.5 Hours - Excel and Access, Core Level

INSTRUCTOR: Lacie Reilly

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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 current operating system, computer terminology, electronic file management and business math concepts.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

- *Benchmark Series Excel 2016 Level I with workbook*, Rutkosky, Roggenkamp, Rutkosky.
- *Benchmark Series Access 2016 Level I with workbook* – Rutkosky, Roggenkamp, Rutkosky.

REQUIRED COMPUTER HARDWARE:

This course requires students to have access to a computer with Windows 10, high speed internet access, Microsoft Excel and Microsoft Access.

CREDIT/CONTACT HOURS:

3 credits/67.5 contact hours.

DELIVERY MODE(S):

Lecture/Lab

COURSE OBJECTIVES: The primary objective of this course to enable students to understand and utilize the primary tools and features of Microsoft Excel 2016 and Microsoft Access 2016, and to be able to take this ability into a personal and workplace setting with confidence.

LEARNING OUTCOMES:

Excel - Chapter 1:

- Identify the various elements of an Excel workbook
- Create, save, and print a workbook
- Enter data in a workbook
- Edit data in a workbook
- Use the AutoComplete, AutoCorrect, and AutoFill features
- Insert a formula using the AutoSum button
- Apply basic formatting to cells in the workbook
- Use the Help and Tell Me features

Excel - Chapter 2:

- Write formulas with mathematical operators
- Type a formula in the Formula bar
- Copy a formula
- Identify common formula and function errors
- Use the Insert Function dialog box to insert a formula in a cell
- Write formulas with the AVERAGE, MAX, MIN, COUNT, COUNTA, NOW, and TODAY functions
- Use absolute and mixed cell references in formulas

Excel - Chapter 3:

- Change column widths and row heights
- Insert rows and columns
- Delete cells, rows, and columns
- 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 and colors
- Format numbers
- Repeat the last action
- Automate formatting with Format Painter
- Hide and unhide rows and columns

Excel - Chapter 4:

- Change worksheet margins
- Center a worksheet horizontally and vertically on a page
- Change page orientation and size
- Insert and remove a page break in a worksheet
- Print column and row titles on multiple pages
- Scale data
- Insert a background picture
- Set and clear a print area
- Insert headers and footers
- Customize print jobs
- Complete a spelling check
- Find and replace data and cell formatting in a worksheet
- Sort data in cells in ascending and descending order
- Filter data

Excel - Chapter 5:

- Create a workbook with multiple worksheets
- Move, copy, and paste cells within and between sheets
- Move, rename, format worksheet tabs
- Hide/unhide worksheets
- Print a workbook containing multiple worksheets
- Change the zoom
- Split a worksheet into windows and freeze/unfreeze panes
- Name a range of cells and use a range in a formula
- Open multiple workbooks
- Arrange, size, and move workbooks
- Copy & paste, Link data between workbooks

Excel - Chapter 6:

- 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 cell styles
- Insert, modify, and remove hyperlinks
- Create financial forms using templates

Excel - Chapter 7:

- 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
- Use the Quick Analysis feature
- Write formulas with the PMT and FV financial functions
- Write formulas with the IF logical function

Excel - Chapter 8:

- 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 and format SmartArt graphics
- Insert and format WordArt

Access - Chapter 1:

- 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 default values & field sizes

Access - Chapter 2

- 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 - Chapter 3

- 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 - Chapter 4

- 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 - Chapter 5

- 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 - Chapter 6

- 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 - Chapter 7

- 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 - Chapter 8

- 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

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.transferralberta.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**

EVALUATION:

Chapter Assignments		60%
Excel Unit 1	15%	
Access Unit 1	15%	
Excel Unit 2	15%	
Access Unit 2	15%	
Exams		40%
Excel Unit 1	10%	
Access Unit 1	10%	
Excel Unit 2	10%	
Access Unit 2	10%	

Course Policies:

Daily attendance is essential! Students are responsible for completing assignments outside of class time when necessary. If you are ill, please have a classmate inform you of the work covered that day. Assignments, quizzes or tests missed will be recorded as zero. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College Calendar)

Assignments and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor.

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 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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Related Material
1	Introductions + Course Housekeeping Creating Access Tables	Student Resources Files Access Chapter 1
2	Preparing an Excel Workbook	Excel Chapter 1
3	Math Review + Inserting Formulas Managing Access Tables/ Creating Relationships	Excel Chapter 2 Access Chapter 1/2
4	Math Review + Inserting Formulas Performing Queries	Excel Chapter 2 Access Chapter 3
5	Formatting a worksheet Performing Queries	Excel Chapter 3 Access Chapter 3
6	Enhancing a Worksheet Create/Modify in Design View	Excel Chapter 4 Access Chapter 4
7	<i>Review/Unit 1 Exams Excel Chapters 1-4 Access Chapters 1-4</i>	
8	Moving Data Creating Forms	Excel Chapter 5 Access Chapter 5
9	Maintaining Workbooks Creating Reports/Mailing Labels	Excel Chapter 6 Access Chapter 6
10	Charts Modifying/Filtering Data	Excel Chapter 7 Access Chapter 7
11	Adding Visual Interest Exporting/Importing Data	Excel Chapter 8 Access Chapter 8
12	*Flex week*	
13	<i>Review/Unit 2 Exams Excel Chapters 5-8 Access Chapters 5-8</i>	

Some chapters take extra time depending on student comprehension, calendar schedule etc. Flex week takes these situations into account and allows extra time throughout the course where needed. Please note, this schedule is subject to change at the instructors discretion