

OA 216 A Excel Expert

3 Credits, 16 Weeks, 3 hours per week

Students will learn advanced features of popular spreadsheets software. Students will design and create functional spreadsheets which incorporate mathematic formulas and build-in functions. Students will also use macros, database functions, linking to automated tasks and charting.

Prerequisites: OA 107 or equivalent

Instructor

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

cristina.fuentes@keyano.ca

Hours of Instruction

Thursday 10:00 a.m. – 12:50 p.m.

Room S205

Office hours

Tuesday	11:00 a.m. – 12:00 p.m.
Wednesday	10:00 a.m. – 11:00 a.m.
Thursday	9:00 a.m. – 10:00 a.m. & 1:00 p.m. – 2:00 p.m.
Friday	9:00 a.m. – 10:00 a.m.

Required Resources

Microsoft Excel 2010 Comprehensive, Shelly/Quasney/Jones

ISBN 978-1-4390-7901-0

Course Outcomes

Students will be able to:

1. Build worksheets which incorporate formulas and functions.
2. Solve business problems using worksheets
3. Format worksheets for presentation.
4. Create and format charts.
5. Enhance worksheets and charts.
6. Create, format, and use templates.
7. Use AutoFormat and Styles.
8. Use named ranges.
9. Protect cells and worksheets.
10. Reference cells in other sheets.
11. Split windows and freeze panes to view and compare worksheets
12. Use Excel's database feature to sort and filter data.
13. Use Linking and embedding features.
14. Use Goal Seek to analyze "what-if" situations.
15. Create and use macros.
16. Use Scenario Manager, Goal Seek and Data Tables.

Evaluation

Assignments.....	60%
Quizzes.....	20%
Final Exam	20%
Total.....	100%

Office Administration Grading System

Descriptor	Alpha Grade	4.0 Scale	OA %
<i>Excellent (90% - 100%)</i>	<i>A+</i>	<i>4.0</i>	<i>99 – 100</i>
	<i>A</i>	<i>4.0</i>	<i>95 – 98</i>
	<i>A-</i>	<i>3.7</i>	<i>90 – 94</i>
<i>Good (75% - 89%)</i>	<i>B+</i>	<i>3.3</i>	<i>85 – 89</i>
	<i>B</i>	<i>3.0</i>	<i>80 – 84</i>
	<i>B-</i>	<i>2.7</i>	<i>75 – 79</i>
<i>Satisfactory (60% - 74%)</i>	<i>C+</i>	<i>2.3</i>	<i>70 – 74</i>
	<i>C</i>	<i>2.0</i>	<i>65 – 69</i>
<i>Progression/ Minimum Pass</i>	<i>C-</i>	<i>1.7</i>	<i>60 – 64</i>
	<i>D+</i>	<i>1.3</i>	<i>55 – 59</i>
	<i>D</i>	<i>1.0</i>	<i>50 – 54</i>
	<i>F</i>	<i>0.0</i>	<i>0 – 49</i>

The minimum standard for passing this course is a grade of C- (60%)

Performance Requirements

Weekly assignments are to be submitted to the instructor by midnight Tuesday. Late assignments are subject to a 5% per day late penalty and will not be accepted once assignments have been returned to the class on Thursday. Students who **miss classes** are responsible for course content for that class.

It is the student's responsibility to follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states "Students are considered to be responsible adults and should adhere to principles of intellectual integrity." The calendar identifies forms of intellectual dishonesty to include plagiarism, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. College policy for penalties for intellectual dishonesty "may range from a verbal reprimand to dismissal from the College ...". Please refer to pages 36-40 of the Keyano College Calendar for more details.

It is important for students to keep up with the course material so that they have a richer and more successful learning experience, and not fall behind. This is especially important in a short course such as this one.

Teaching and Learning Methodologies

All classes will be held in a Computer Lab environment. Concepts and terminologies will be introduced and covered in class. Students are required to work both in class and outside of classroom to re-enforce the newly acquired knowledge. This is not an online course and Moodle is used only as a resource. Students are required to attend all classes.

Note: *This course outline may be modified at the instructor's discretion to facilitate unforeseen time constraints.*

Dates to Remember:

September 3 Monday:	College closed (Labour Day)
September 4 Tuesday:	Orientation Day
September 5 Wednesday:	Fall semester begins for academic programs Tuition deposit is non-refundable as of the first day of classes
September 11 Tuesday:	Last day to add course(s) for academic programs Fall semester fees due. Tuition is due October 26 th if part time and registered only in this course, otherwise it is due September 13 th .
October 8 Monday:	College closed (Thanksgiving Day)
October 28 Friday:	Last day to drop the OA180 course
November 12 Monday:	College closed (Remembrance Day)
November 19 Monday:	Last day to withdraw from OA180 without academic penalty
December 7 Friday:	Last day of classes for Certificate, Diploma, and University programs
December 10 – 19:	Final Exams for Certificate, Diploma, and University programs
December 25 – January 1:	College closed (Christmas Break)

Note: *Refer to pages 8-9 of the KeyanoCollege calendar for additional academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.*