

## **OA 216 A Excel Expert**

*3 Credits, 16 Weeks, 3 hours per week*

### **Course Description**

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

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[cristina.fuentes@keyano.ca](mailto:cristina.fuentes@keyano.ca)

### **Hours of Instruction**

Wednesday 12:00 p.m. – 2:50 p.m.

Room S107

### **Office hours**

Monday, Tuesday & Thursday 7:00 a.m. – 7:50 p.m.

Wednesday 11:00 a.m. – 11:50 a.m.

Friday 1:00 p.m. – 2:00 p.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

<i>Descriptor</i>	<i>Alpha Grade</i>	<i>4.0 Scale</i>	<i>OA %</i>
<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

**Assignments** – They are to be submitted to the instructor by 10:00p.m. the night before class. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days (including weekends). Assignments more than three days late will automatically receive a zero.

**Quizzes and tests** – **These** are to be taken on the date specified by the instructor. Students who miss a quiz/test due to illness are required to notify the instructor **prior to the evaluation** whenever possible and to take the quiz/test **within 48 hours** of the original date, otherwise it is mandatory to bring a doctor's note to be eligible to take it. Students who miss a quiz/test for any reason other than illness are required to notify the instructor at least **72 hours before** the quiz/test to set an alternate date to take it.

**Attendance Policy** – It is the responsibility of each student to be prepared for all classes. Students who miss class are responsible for course content for that class and for ensuring that they are prepared for the next class.

**Academic Misconduct** - It is the students' responsibility to familiarize and 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 or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person

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.

## Teaching and Learning Methodologies

All classes will be held in a Computer Lab environment. Concepts and terminology will be introduced and covered in class. Students are required to work both in class and outside of the classroom to reinforce 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.

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

## Important Dates:

- September 2 Monday: College closed (Labour Day)
- September 3 Tuesday: Orientation Day
- September 4 Wednesday: Fall semester begins for academic programs  
Tuition deposit is non-refundable as of the first day of classes
- September 9 Monday: Last day to drop the OA110 course
- September 10 Tuesday: Last day to add courses for academic programs  
Fall semester fees due
- October 14 Monday: College closed (Thanksgiving Day)
- October 23 Wednesday: Last day to withdraw from OA110 without academic penalty
- November 11 Monday: College closed (Remembrance Day)
- December 25 – January 1: College closed (Christmas Break)

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