



MS Excel 3 — OFAD 285 Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: March 2011
OUTLINE EFFECTIVE DATE: September 2023
COURSE OUTLINE REVIEW DATE: March 2028

GENERAL COURSE DESCRIPTION:

This course covers advanced applications for working with large amounts of data through analyzing, validating, formula auditing, complex problem solving, automating and collaborating. PivotTables and PivotCharts are covered, as are trendlines, Solver, Scenario Manager, Visual Basic for Applications code, macros, controls, and the Compare and Merge Workbooks feature.

Program Information: This course is required for the Bookkeeping Specialty Certificate in the Office Administration Program and is an elective for the Administrative Assistant Specialty Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 1.5

Hours for this course: 45 hours to be completed over 3 weeks.

Typical Structure of Instructional Hours:

| Instructional Activity | Duration |
|------------------------------------|----------|
| Lecture Hours | |
| Seminars / Tutorials | |
| Laboratory / Studio Hours | |
| Practicum / Field Experience Hours | |
| Vocational Contact Hours | 45 |
| Total | 45 |

Practicum Hours (if applicable):

| Type of Practicum | Duration |
|------------------------|----------|
| On-the-job Experience | N/A |
| Formal Work Experience | N/A |
| Other | N/A |
| Total | |

Course Outline Author or Contact:

Sheena Svitich, BA, BEd, Instructor Diploma

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2023 – March 2028

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 155 or keyboarding placement assessment, OFAD 158, OFAD 180, OFAD 281

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA

Yes

No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Freund, Stevens M., Mali B. Jones, and Joy L. Starks. *Microsoft Office 365, Excel 2016: Comprehensive*. Boston, MA: Cengage Learning

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- summarize and analyze large amounts of data interactively using PivotTables and PivotCharts;
 - solve complex worksheet problems using Solver and Scenario Manager;
 - apply validation rules to worksheet cells;
 - record and use a basic macro;
 - edit and print Visual Basic for Applications code;
 - collaborate on a workbook using tracking features;
 - compare and merge workbooks;
 - undertake advanced formatting on worksheets;
 - complete work in a timely manner and on schedule; and
 - take responsibility for attendance, absenteeism, and punctuality.
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COURSE TOPICS:

- Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers
 - Creating, formatting, applying, and analyzing filters
 - Creating calculated fields
- Formula auditing, data validation, and complex problem solving
 - Tracing precedents and dependents
 - Error checking
 - Applying data validation
 - Using Solver
 - Using Scenario Manager
- Macros, Controls, and Visual Basic for Applications (VBA) with Excel
 - Creating a macro, executing it, and printing code
 - Using VBA code
 - Adding controls to a worksheet

- Collaboration Features for Workbooks
 - Using comments to collaborate on a workbook
 - Tracking changes and sharing a workbook
 - Formatting a worksheet background
 - Adding and editing hyperlinks in a worksheet
 - Comparing and merging workbooks

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

| Assignments | % Of Total Grade |
|--|------------------|
| Chapter Tests (three of theory, three practical) | 60% |
| Final Exam (theory and practical) | <u>40%</u> |
| Total | 100% |

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated appropriate workplace responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

| Grade | A+ | A | A- | B+ | B | B- | C+ | C | F |
|----------------|------|-------|-------|-------|-------|-------|-------|-------|------|
| Mark (Percent) | ≥ 98 | 97-94 | 93-90 | 89-86 | 85-82 | 81-79 | 78-75 | 74-70 | < 70 |

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.