



## OFAD-281 – MS Excel 2

### Technology

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2023-01-01

**Program Area:** Office Administration

#### Description:

This course covers advanced applications in using financial functions, data tables, amortization schedules, and hyperlinks; creating, sorting and querying a worksheet database; and creating templates and working with multiple worksheets and workbooks.

#### Program Information:

This course is required for the Bookkeeping Specialty Certificate in the Office Administration Program.

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

**Delivery Methods:** Online

**Credit Type:** College of the Rockies Credits

**Credits:** 1.5

#### Instructional Activity and Hours:

| Activity  | Hours |
|---|-------|
| Classroom, Directed Studies or Online Instruction | 45    |
| Seminar/Tutorials                                 |       |
| Laboratory/Studio                                 |       |
| Practicum/Field Experience                        |       |
| Co-op/Work Experience                             |       |

Other

|       |    |
|-------|----|
| Total | 45 |
|-------|----|

### Course Requisites:

- Complete all of the following
  - Completed the following:
    - [OFAD181](#) – MS Excel 1 (1.5)
    - [OFAD155](#) – Keyboarding 1 (1.5)
    - [OFAD157](#) – Business Math and Calculators (1.5)
    - [OFAD158](#) – Windows, Outlook, & File Management (1)
  - OFAD 155 or current typing speed of 25 gwam

### Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

### Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

### Textbook 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 will be able to:

- use financial functions, data tables, amortization schedules, and hyperlinks within a spreadsheet;
- create, sort, and query a worksheet database;
- create templates and work with multiple worksheets and workbooks;
- link an Excel worksheet to a Word document;
- use critical thinking skills to define various formulas;
- complete work in a timely manner and on schedule; and
- take responsibility for attendance, absenteeism, and punctuality.

## Course Topics:

- Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks
- Creating, Sorting, and Querying a Worksheet Database
- Creating Templates and Working with Multiple Worksheets and Workbooks

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

## Evaluation and Assessments

### Assessment Type: Online

| Assessment Type                    | % of Total Grade |
|------------------------------------|------------------|
| Chapter Theory and Practical Tests | 60%              |
| Final Theory and Practical Test    | 40%              |
| Total                              | 100%             |

## Grade Scheme

| A+   | A     | A-    | B+    | B     | B-    | C+    | C     | C- | D | F   |
|------|-------|-------|-------|-------|-------|-------|-------|----|---|-----|
| >=98 | 97-94 | 93-90 | 89-86 | 85-82 | 81-79 | 78-75 | 74-70 |    |   | <70 |

**Pass requirements:** None

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

### Evaluation Notes Comments:

*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 Attendance:**

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

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### **Academic Policies:**

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

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### **Equivalent Course(s) and Course Code Changes**

Prior Course Code: ABT 251

Date changed: September 2007

### **Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.