



## OFAD-285 – MS Excel 3

### Technology

**Effective Term & Year:** Fall 2023  
**Course Outline Review Date:** 2028-03-01

**Program Area:** Office Administration

#### 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 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	

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Total	45
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**Course Requisites:**

- Complete all of the following
  - Completed the following:
    - [OFAD158](#) – Windows, Outlook, & File Management (1)
    - [OFAD281](#) – MS Excel 2 (1.5)
    - [OFAD180](#) – MS Excel Essentials and Business Math (2)
  - OFAD 155 or keyboarding placement assessment

**Flexible Assessment:** No

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**Course Transfer Credit:**

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

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**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.

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**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.

### 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 Assessments

### Assessment Type: Online

#### Assessment Type

#### % of Total Grade

Chapter Tests (three of theory, three practical)	60%
Final Exam (theory and practical)	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

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

### Evaluation Notes Comments:

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.

### 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

### 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.