

**CU151**  
**Introduction to Excel**  
**3 Credits**

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## CU151 Version: 2



## Introduction to Excel

### Calendar Description

This course prepares the Administrative Professional student to use electronic spreadsheets in today's offices.

### Rationale

This is a required course for Administrative Professional students. After word processing, the use of spreadsheet software for financial analysis functions is the most popular application for microcomputers. Administrative assistants are using personal computers and sophisticated software to generate spreadsheets, budget-related reports, and special projects. Today's office professional must have a basic operating knowledge of electronic spreadsheets to be competitive in the job market.

### Prerequisites

None

### Co-Requisites

None

### Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. solve problems by using available resources
  - a) spreadsheet program "help" feature
  - b) text
  - c) peers
  - d) instructor
2. use common spreadsheet terms and vocabulary.
3. identify the main functions of spreadsheets and apply spreadsheet operations.
4. create, edit, format, save, retrieve, reorganize, print, and backup data using a spreadsheet.
5. enter and edit formulas and functions, choosing the appropriate one for the

situation.

6. demonstrate skills in spreadsheet design and "what if" analysis to solve common workplace computational problems.
7. set up various types of charts and print hard copies.

## Resource Materials

### Required Texts:

Freund, S. M., Starks, J. L., & Schmieder, E. (n.d.). *Shelly Cashman Series Microsoft Office 365 & Excel 2016: Comprehensive sam 365 & 2016 assessments, trainings, and... projects with 2 mindtap reader access card: Interm. S.l.: Cengage Learning.*

### Required Materials:

Flash Drive with a minimum 2 GB.

## Conduct of Course

All graded assignments are for the purpose of teaching students to use particular electronic spreadsheet concepts, proofread their own work, take pride in work well done, and turn work in at scheduled times to develop their time management skills.

## Evaluation Procedures

Quizzes/Short Assessments	50
Midterm/Assessment I	15
Midterm/Assessment II	15
Final/Assessment III	20
Total	100

**NOTE: No late assignments are accepted unless prior arrangements have been made with the instructor. A late assignment results in a grade of "0" percent on that assignment.**

### Missed Tests

Students must write tests including the final exam on the scheduled date unless PRIOR arrangements have been made with the instructor. An unexcused absence results in a grade of "0" percent on the missed test.

## Grade Equivalents and Course Pass Requirements

*A minimum grade of D (50%) (1.00) is required to pass this course.*

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

**Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.**

### Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor attendance may result in the termination of a student from a course(s).

If you do not meet the established attendance requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Instructors have the authority to require attendance at classes.

### Course Units/Topics

Module	Description
One	Creating a Worksheet and a Chart
Two	Formulas, Functions, and Formatting
Three	Working with Large Worksheets, Charting, and What-If Analysis
Four	Financial Functions, Data Tables, and Amortization Schedules
Five	Working with Multiple Worksheets and Workbooks

<b>Module</b>	<b>Description</b>
Six	Creating, Sorting, and Querying a Table
Seven	Creating Templates, Importing Data, and Working with SmartArt, Images, and Screenshots
Eight	Working with Trendlines, PivotTables, PivotCharts, and Slicers
Nine	Formula Auditing, Data Validation, and Complex Problem Solving
Ten	Data Analysis with Power Tools and Creating Macros
Eleven	Using Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel



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