



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

MONDAY/WEDNESDAY/ FRIDAY 9:00-9:50 RM 101

OA 1140 MICROSOFT OFFICE 2010 EXCEL CORE LEVEL 1

INSTRUCTOR: JOELLE BROWN **PHONE:** 780-865-1916
OFFICE HOURS: BY APPOINTMENT **E-MAIL:** jbrown@gprc.ab.ca

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS:

Benchmark Series: Microsoft Excel 2010 Level 1 – Rutkosky, Paradigm Publishing

CALENDAR DESCRIPTION:

This course teaches you the core level skill sets required to use Excel 2010.

CREDIT/CONTACT HOURS: This is a 1.5 credit course / 37.5 hours

DELIVERY MODE(S): Lab/Lecture

OBJECTIVES:

Students will be proficient in the use of Excel 2010 including:

- Creating worksheets
- Modifying worksheets
- Printing workbooks
- Formatting worksheets
- Creating and applying ranges
- Using functions & charts
- Creating Larger worksheets

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

EVALUATIONS /GRADING:

Assignments 40%
 Midterm Exam 30% (Chp 1 – 4)
 Final Exam 30% (Chp 5 – 8)

STUDENT RESPONSIBILITIES: Students are required to attend all classes.

Assignments are to be handed in on time. Any use of cell phones is prohibited during class time.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Required Reading
Sept 7	Course Outline and Handouts	
Sept 10 – 14	Preparing a Worksheet	Ch 1
Sept 17 – 21	Preparing a Worksheet	
Sept 24 – 28	Formulas in a Worksheet	Ch 2
Oct 1 – 5	Formulas in a Worksheet	
Oct 10 & 12	Formatting an Excel Worksheet	Ch 2/3
Oct 15 – 19	Formatting an Excel Worksheet	Ch 3/4
Oct 22 – 26	Enhancing a Worksheet	Ch 4
Oct 29 – Nov 2	Midterm (tentative)	
Nov 5 – 7	Moving Data	Ch 5
Nov 19 – 23	Maintaining Workbooks	Ch 6
Nov 26 – 30	Creative Charts	Ch 7
Dec 3 – 7	Visual Interest	Ch 8
Dec 10 & 12	Review	
No Classes	Oct 8, Nov 9 & 12	
Dec 14	Final Exam (tentative)	

