



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

OA1140 MICROSOFT OFFICE EXCEL CORE LEVEL – 1.5 (0-0-2.5)

INSTRUCTOR: Doris Hoveland **PHONE:** 780.539.2205
OFFICE: C209 **E-MAIL:** dhoveland@gprc.ab.ca

OFFICE HOURS: Monday 11:30-1:00 & Thursday 10:00-11:30 or by appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Rutkosky, N. & Roggenkamp, A. (2011), *Benchmark Series: Microsoft Office Excel 2010 Level 1*. St. Paul, MN: Paradigm Publishing.

CALENDAR DESCRIPTION:

This course first introduces students to the Windows 7 operating system fundamentals, which will give them a solid working knowledge of electronic file management, file structure, system maintenance and security, hardware, and system accessories including: the Calculator, Windows Explorer, and Notepad. A basic business math module will emphasize a range of mathematical calculations used in business. Students will then use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, V-Lookup functions, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

Note: Credit will be granted for one of OA1140 and OA1150, or OA2610.

CREDIT/CONTACT HOURS: 1.5 Credit / 37.5 Hours

DELIVERY MODE(S): Lecture / Lab

OBJECTIVES:

This course will teach you to design, create, format and maintain spreadsheets and to integrate Excel with other applications.

GRADING CRITERIA:

Chapter Assignments	30%
Midterm Exam	30%
Final Project Exam	40%

Late assignments and missed exams will result in a grade of 0 unless prior arrangements have been made with your instructor. Grades will be assigned on the alpha grading system.

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

STUDENT RESPONSIBILITIES:

Cell Phone Policy:

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers and iPods **must be turned off and placed out of sight in classrooms and computer labs during instructional time**. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

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
1	Course Introduction and Course Outline
2	Chapter 1: Preparing an Excel Workbook
3 & 4	Chapter 2: Inserting Formulas in a Worksheet
5	Chapter 3: Formatting an Excel Worksheet
6	Chapter 4: Enhancing a Worksheet
7 & 8	Unit 1 Assessment & Review
9	Chapter 5: Moving Data within and between Workbooks
10	Chapter 6: Maintaining Workbooks
11 & 12	Chapter 7: Creating a Chart in Excel
13	Chapter 8: Adding Visual Interest to Workbooks
14 & 15	Unit 2 Assessment & Review