

CREDIT/CONTACT HOURS:

1.5/38 Hours

DELIVERY MODE(S):

Lecture/Lab

OBJECTIVES (OPTIONAL):

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
- Using charts
- Creating larger worksheets

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.

GRADING CRITERIA:

| | |
|------------------------|----------------|
| Job Success Skills | 10% |
| Chapter Quizzes | 30% (10% each) |
| Group project | 10% |
| Assignments | 10% |
| Grade Sheet Assignment | 10% |
| Final Exam | 30% |

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 |

COURSE SCHEDULE/TENTATIVE TIMELINE:

| Week | Activity | Required Reading | Details |
|-------------------|---|-------------------------|---|
| Jan 5 | Course Outline and Handouts | Course Outline | |
| 9 – 13 | Business Math Module | | In Class |
| 16 – 20 | Business Math Module | | In Class |
| 23 – 27 | Preparing a Worksheet | Ch. 1 | |
| 30 – Feb 3 | Formulas in a Worksheet | Ch. 2 | |
| 6 – 10 | Ch. 1-2 Exam Formatting a Worksheet | Ch. 1-2 Ch. 3 | Exam on Feb. 6 |
| 13 - 17 | Formatting a Worksheet Enhancing a Worksheet | Ch. 3 Ch. 4 | |
| 20 – 24 | Winter Break – No Classes | | |
| 27 – Mar 2 | Enhancing a Worksheet | Ch. 4 | |
| 5 – 9 | Ch. 1-4 Exam Grade Sheet | Ch. 1-4 | Exam on Mar. 5 |
| 12 – 16 | Moving Data Within and Between Workbooks | Ch. 5 | |
| 19 – 23 | Maintaining Workbooks | Ch. 6 | |
| 26 – 30 | Ch. 1-6 Exam | | Exam on Mar. 30 |
| Apr 2 – 6 | Creating a Chart | Ch. 7 | |
| 9 - 13 | Team Presentations | | |
| Final Exam TBA | | | Grade Sheet Assignment is due at the beginning of the final exam. |