



# Grande Prairie Regional College

**School of Health, Wellness and Career Studies**

**Department: Office Administration**

## COURSE OUTLINE – FALL 2011

### OA 1140 1.5 (0-0-3) – Microsoft Office 2010, Level I

**Instructor** Loren Jacula, BComm, MTD  
**Office** E309  
**Office Hours** M W F 10:00 – 11:20

**Phone** 780.539.2205  
**E-mail** LJACULA@GPRC.AB.CA  
**Class** A - T Th 1:00 – 2:20 A307  
B – W F 11:30 – 12:50 A307

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

Benchmark Series Excel 2010 Level 1 , Rutkosky, Seguin, Rutkosky, EMC Paradigm.

**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 with 3 lab hours per week.

**Delivery Mode(s):** For each topic there will be classroom lectures and demonstrations. Students will be expected to pre-read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

#### **Objectives:**

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

**Grading Criteria:**

Chapter Assignments	20%
Exam #1 – Unit 1 (Ch 1-4)	40%
Exam #2 – Unit 2 (Ch 5-8)	40%

Grades will be assigned on the Letter Grading System.

**Office Administration Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## **Tentative Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
1 & 2	Math Review	
3 & 4	Editing and Formatting Documents	Chapter 1
4 & 5	Inserting Formulas	Chapter 2
6 & 7	Formatting a Worksheet	Chapter 3
7 & 8	Enhancing a Worksheet	Chapter 4
8 & 9	Moving Data	Chapter 5
10	Maintaining Workbooks	Chapter 6
11 & 12	Creating a Chart	Chapter 7
13 & 14	Adding Visual Interest	Chapter 8

### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. Please see the College Calendar for plagiarism, cheating and penalties.

### **Policy on Cell Phones and Other Personal Electronic Devices:**

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 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.