



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2013

OA 1140 1.5 (0-0-2.5) - Microsoft Office 2013, Excel Core Level 1

INSTRUCTOR: Lacie Reilly

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OFFICE:

E-MAIL: lreilly@gprc.ab.ca

OFFICE HOURS: By Appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Benchmark Series Excel 2013 Level I, Rutkosky, Roggenkamp, Rutkosky, EMC Paradigm.

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.

CREDIT/CONTACT HOURS: This is a 1.5 credit course with 2.5 lab hours per week.

DELIVERY MODE(S): Lecture/Lab

OBJECTIVES:

Students will be proficient in the use of Excel 2013 including

- Creating, modifying, formatting, enhancing and printing worksheets/workbooks
- Creating and applying ranges

- Using functions, charts and visual interests

GRADING CRITERIA:

Chapter Assignments 40%

Exam #1 – Unit 1 (Ch 1-4) 30%

Exam #2 – Unit 2 (Ch 5-8) 30%

Grades will be assigned on the Letter Grading System.

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GRADING CONVERSION CHART

Alpha Grade	4-point Equivalent	Percentage Guidelines
A ⁺	4.0	90 – 100
A	4.0	85 – 89
A ⁻	3.7	80 – 84
B ⁺	3.3	77 – 79
B	3.0	73 – 76
B ⁻	2.7	70 – 72
C ⁺	2.3	67 – 69
C	2.0	63 – 66
C ⁻	1.7	60 – 62
D ⁺	1.3	55 – 59
D	1.0	50 – 54
F	0.0	0 – 49
WF	0.0	0

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

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	Related Material
1	Introductions + Course Housekeeping	Student Resources CD
2	Preparing an Excel Workbook	Chapter 1
3	Math Review + Inserting Formulas	Chapter 2
4		
5	Formatting a Worksheet	Chapter 3
6	Enhancing a Worksheet	Chapter 4
7	Exam Review/Exam 1 - Chapters 1-4	
8		
9	Moving Data	Chapter 5
10	Maintaining Workbooks	Chapter 6
11	Charts	Chapter 7
12		
13	Adding Visual Interest	Chapter 8
14	Exam Review/Exam 2 - Chapters 5-8	
15		