



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

OA 1140 MICROSOFT OFFICE 2013, EXCEL LEVEL 1 – 1.5(0-0-2.5)

INSTRUCTOR: Lacie Reilly

PHONE: 780.723.5206

OFFICE: Edson

E-MAIL: lreilly@gprc.ab.ca

OFFICE HOURS: By appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Benchmark Series Excel 2013 Level 1, Rutkosky, Roggenkamp, Rutkosky, EMC Paradigm

CALENDAR DESCRIPTION: This course first introduces students to the Vista 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

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:

Chapter Assignments	40%
Exam #1, Unit 1 (Chapters 1-4)	30%
Exam #2, Unit 2 (Chapters 5-8)	30%

STUDENT RESPONSIBILITIES: Students are responsible for attending class, notifying the instructor if they are going to be late or absent, determining and completing any information or assignments they may have missed, handing assignments in on time.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Related Material Benchmark Series, Excel Level 1	Approximate Dates (Subject to Change)
1	Introductions + Course Housekeeping	Student Resources CD/USB Stick	Sept 4
2	Preparing an Excel Workbook	Chapter 1	Sept 9/11
3	Math Review + Inserting Formulas	Chapter 2	Sept 16/18
4			Sept 23/25
5	Formatting a Worksheet	Chapter 3	Sept 30/Oct 2
6	Enhancing a Worksheet	Chapter 4	Oct 7/9
7	Exam Review/Exam 1 - Chapters 1-4		Oct 14/16
8			Oct 21/23
9	Moving Data	Chapter 5	Oct 28/30
10	Maintaining Workbooks	Chapter 6	Nov 4/6
11	Charts	Chapter 7	Nov 13
12			Nov 18/20
13	Charts/Adding Visual Interest	Chapter 7/8	Nov 25/27
14	Adding Visual Interest	Chapter 8	Dec 2/4
15	Exam Review/Exam 2 - Chapters 5-8		Dec 9/11
16			Dec 12 or 15