



School of Health Wellness and Career Studies
Office Administration Department

COURSE OUTLINE – WINTER 2014

OA 1140 A2 MICROSOFT EXCEL CORE LEVEL - 1.5 (0-0-3)

INSTRUCTOR: Ray Savage **PHONE:** 780.539.2712
OFFICE: C404 **TEXT:** 780.269.1885
E-MAIL: rsavage@gprc.ab.ca

OFFICE HOURS: Tue., Thur. 10:00-11:30 appointments welcome

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Benchmark Series Excel 2013 Level 1, Rutkowsky, EMC Paradigm.

Description: This course teaches you the core level skill sets required to use Excel 2013.

Credit/Contact Hours: 1.5/38

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

Chapter Projects	15%
Skill Assessments	20%
Chapter Quizzes	30% (5% Each)
Final Exam	25%
Job Success Skills	10%

- the student will demonstrate job success skills through:
- Regular attendance and punctuality
- Timely completion of work
- Maintaining a high standard of work and professionalism
- Ability to work both independently and collaboratively

Grades will be assigned on the Letter Grading System. **Late assignments will be deducted 25% for 1 week, then a grade of 0% will be assigned.**

Office Administration Department Grading Conversion Chart

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

Statement on Plagiarism:

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

**Department of Office Administration
Policy on Cell Phones and Social Media Applications**

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, 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.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.