



School of Health Wellness and Career Studies
Office Administration Department

COURSE OUTLINE – WINTER 2015

OA 1140 MICROSOFT EXCEL - 1.5 (0-0-3) 45 HOURS

INSTRUCTOR: Raymond Savage **PHONE:** 780.539.2712
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OFFICE HOURS: By appointment or Drop in

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Benchmark Series Excel 2013 Level 1, Rutkowsky, EMC Paradigm

1 x memory stick

4 x file folders

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:

1.5/38

DELIVERY MODE(S):

Lab: A laboratory class is when you do individual work with help, and go over your own answers and weaknesses if any.

OBJECTIVES:

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

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:

Chapter Projects	10%
Major Projects (2)	15%
Midterm Exam	15%
Chapter Quizzes	30%
Final Exam	25%
Job Success Skills	5%

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

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

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

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EVALUATIONS:

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:

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>
1	Introduction	Rutkowsky
2	Preparing Excel worksheet	CH: 1
3		
4	Inserting Formulas	CH: 2
5		
6	Formatting Excel worksheet	CH: 3
7		
8	Enhancing a worksheet	CH: 4
9		
10	Moving data within/between worksheets	CH: 5
11		
12	Maintaining workbooks	CH: 6
13		
14	Creating charts and inserting formulas	CH: 7
15		
16	Adding visual interest	CH: 8

Course Policies:

Exams: Any missed exams will result in a grade of 0% without prior arrangements.

Quizzes: Any missed quizzes will be written during the next scheduled class with a 25% penalty

Projects/Assignments/Other:

- **DUE DATE** : Due without penalty at end of scheduled class
- **DEAD DATE**: Beginning of next scheduled class period after Due Date: 25% Penalty