



# Grande Prairie Regional College

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

**Department: Office Administration**

COURSE OUTLINE – FALL 2010

OA 2270A – Advanced Microsoft Excel 2007

<b>Instructor</b>	Loren Jacula	<b>Phone</b>	780.539.2205
<b>Office</b>	C203	<b>E-mail</b>	LJACULA@GPRC.AB.CA
<b>Office Hours</b>	T W Th 10:00 – 11:20	<b>Class</b>	M 11:30 – 1:00 T Th 1:00 – 2:20 Room A312

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

OA 1140 or OA 2610

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

Benchmark Series Excel 2007 Level 2 – Windows Vista Version , Rutkowsky, EMC Paradigm.

**Description:** This course teaches expert level concepts and techniques of Microsoft Excel through lectures, demonstrations and hands-on practical applications. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management and managing and integrating data.

**Credit/Contact Hours:** This is a 3 credit course with 5 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.

**Grading Criteria:**

Assignments	20%
Exam 1	25%
Exam 2	25%
Final Exam	30%

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 – 6	Level 2 Unit 1 – Advanced Formatting, Formulas and Data Management	Chapters 1 – 4
7 – 13	Level 2 Unit 2 – Managing and Integrating Data	Chapters 5 – 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. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.