



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

OA 2270 MICROSOFT EXCEL, EXPERT LEVEL – 3 (0-0-5)

Instructor	Garth Finlay	Phone	780-539-2988
Office	E309	Text	780-897-0306
Office Hours	Tue., Thur. 10:00-11:45 or by appointment	E-mail	gfinlay@gprc.ab.ca

Prerequisite(s)/corequisite(s):

OA 1140

Required Text/Resource Materials:

Rutkosky, Seguin, Davidson, Roggenkamp, and Rutkosky. Benchmark Series Excel 2013 Level 2, Paradigm Publishing

1 USB drive

Description:

This course teaches expert concepts and techniques of Microsoft Excel through lectures, demonstrations, and hands-on practical applications of this program.

Credit/Contact Hours:

3 credit/ 75 Contact Hours

Delivery Mode(s):

Lecture/ Lab

Objectives:

Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, use advanced formatting, manipulate formulas and data management, and manage integrated data.

Transferability:

NA

Grading Criteria:

Excel Core Level Review	5%	Grade Sheet	10%
Chapter Assignments	10%	Group Assignment	5%
Midterm or MOS Exam	20%	MOS Practice	10%
Final Exam	30%	Job Success Skills	10%

Final grades will be assigned on the Letter Grading System.

**Office Administration
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

Job Success Skills

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks each occurrence.

Social networking and cell phone use during class time are not examples of successful job skills and will result in a loss of marks in this area each occurrence.

Late Assignments

Labs/cases, and assignments will not be accepted late unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the original deadline** and a new deadline will be arranged for this exception only.

Each assignment must be completed and submitted in order to pass the course. Any missed assignments must be made up before the end of the course.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course.

Course Schedule/Timeline:

All chapter work should be saved EXACTLY as indicated in the question.

Week	Activity	Reading & Assignments
Sept. 5	Course Outline and Handouts	Course Outline
8-12	OA 1140 Excel Core Level Review Ch. 7 Automating Repetitive Tasks and Customizing Excel	Review Assignment due on Sept. 12 Project 2b,c,d,e,g,h,3a,b,4a,b MC Questions Ch. 7 due on Sept. 23
15-19	Ch.1 Advanced Formatting Techniques	Project 5 Assessments 1-4 Visual Benchmark 1 Case Study 1-2 due Sept. 23
22-26	Ch. 2 Advanced Functions and Formulas	*Do not print twice. Have Garth check your formulas when you submit your work*
29-Oct. 3	Ch. 2 Advanced Functions and Formulas	Assessments 1-5 Visual Benchmark 1 Case Study 1-2 Group Assignment (on Moodle) due Oct. 7
6-12	Ch. 3 Working with Tables and Data Features	Assessments 1-3 Case Study Part 1-2 due Oct. 14
14-17	Ch. 4 Summarizing and Consolidating Data	Assessments 1-6 Case Study 1-2 due Oct. 21
20-24	Midterm Review and Midterm or MOS Test	Midterm on Oct. 28 and 29
27-31	Midterm or MOS Test Gradesheet work	Midterm on Oct. 28 and 29
Nov. 3-7	Ch. 5 Using Data Analysis Features	Assessments 1-4 Case Study Part 1-2 due Nov. 12
12-14	Ch. 6 Protecting and Sharing Workbooks	Assessments 1-5 Visual Benchmark due Nov. 18
17-21	Ch. 8 Importing, Exporting, and Distributing Data	Skip Project 4C Email step 4D to gfinlay@gprc.ab.ca as well as to yourself. Assessments 1-6 Due Nov. 28
24-28	Gradesheet work	
Dec. 1-5	Final Exam Review	
Final Exam TBA		



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