



Grande Prairie Regional College

Office Administration

COURSE OUTLINE – FALL 2011

OA 2270 A2 – Advanced Microsoft Excel 2010

Instructor	Garth Finlay	Phone	780-539-2988
Office	C209	Text	780-897-0306
Office Hours	Mon. 1:30 – 3:00 Wed. 1:00 – 2:30 Or by appointment	E-mail	gfinlay@gprc.ab.ca

Prerequisite(s)/corequisite(s):

OA 1140 or OA 2610

Required Text/Resource Materials:

Seguin, Denise. Benchmark Series Excel 2010 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. Students will learn how to prepare and format a worksheet, maintain and enhance workbooks, advanced formatting, formulas and data management, and managing integrating data.

Credit/Contact Hours:

3 credit/ 75 Contact Hours

Delivery Mode(s):

Lecture/ Lab

Transferability:

NA

Grading Criteria:

Excel Core Level Review	5%	Midterm	25%
Chapter Assignments	25%	Final Exam	35%
Job Success Skills	10%		

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.****

Returning Assignments

Each assignment will be returned in class one time only. If you are not present when assignments are returned you must pick them up on your own time in C209. Any unclaimed assignments will receive a grade of 0% at the end of the semester.

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

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.

Department of Office Administration
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.

Course Schedule/Timeline:

Projects for each chapter must be submitted except for Ch.7 and where indicated in Ch.8

Week	Activity	Reading & Assignments
Sept. 8	Course Outline and Handouts	Course Outline
12, 13, 15	OA 1140 Excel Core Level Review Ch. 7 Automating Repetitive Tasks and Customizing Excel	Pages 215– 248 Review Assignment on Sept. 15
19, 20, 22	Ch.1 Advanced Formatting Techniques	Pages 3–28 Assessments 1-4 Visual Benchmark 1 due Sept. 22
26, 27, 29	Ch. 2 Advanced Functions and Formulas	Pages 35–62 *Do not print twice. Have Garth check your formulas when you submit your work*
Oct. 3, 4, 6	Ch. 2 Advanced Functions and Formulas	Assessments 1-5 Visual Benchmark 1 due Oct. 6
11, 13	Ch. 3 Working with Tables and Data Features	Pages 71–95
17, 18, 20	Ch. 3 Working with Tables and Data Features	Assessments 1-3 Visual Benchmark 1 due Oct. 20
24, 25, 27	Ch. 4 Summarizing and Consolidating Data	Pages 103–132 Assessments 1-7 Visual Benchmark due Oct. 31
Oct. 31 Nov. 1, 3	Midterm Review and Midterm	Midterm on Nov. 3
7, 8, 10	Ch. 5 Using Data Analysis Features	Pages 149– 173 Assessments 1,2,3,&5 due Nov. 10
14, 15, 17	Ch. 6 Protecting and Sharing Workbooks	Pages 181– 206 Assessments 1-6 due Nov. 11
21, 22, 24	Ch. 8 Importing, Exporting, and Distributing Data	Pages 257– 297 Skip Project 4C Email step 4D to gfinlay@gprc.ab.ca as well as yourself. Assessments 1-6
Nov. 28, 29, Dec. 1	TBA	
5, 6, 8	Final Exam Review	
Final Exam TBA		