



**DEPARTMENT OF OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2012**

**OA 2270 ADVANVED MICROSOFT EXCEL – 3 (0-0-5)**

**Instructor** Garth Finlay

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**Hours** or by appointment

**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%	Grade Sheet	10%
Chapter Assignments	10%	Midterm	30%
Job Success Skills	10%	Final Exam	35%

### **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**

<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>

## **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:

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

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