



Grande Prairie Regional College
School of Business
Department: Administrative Technology

OA 2270 A2 072Q - Microsoft Office Professional

Excel 2007, Expert Level (3) (0-0-5)

Instructor	Kelly Coulter Telephone: 539-2829 Office Hours: Monday – Thursday 1:00 – 3:00 or by appointment	Email: kcoulter@gprc.ab.ca Office: E309
Prerequisite	OA 1140, or OA1150 or OA2610	
Session Details	TWR 10:00 – 11:20	
Text:	Shelley Cashman Series <u>Microsoft Office 2007 Advanced Concepts and Techniques</u> Thompson Learning Shelley Cashman Series <u>Microsoft Office 2007 Post-Advanced Concepts and Techniques</u> Thompson Learning	
Delivery Mode	Lecture/Lab	
Supplies:	5 file folders 5 disks 1 USB drive	
Course Descriptions:	This course teaches expert concepts and techniques in Microsoft Excel 2007 through lectures, demonstrations, and hands-on practical applications of this program	
Course Objectives:	The student will demonstrate the ability to perform all activities to attain an Expert level of skill in Excel 2007 including the skills sets <ul style="list-style-type: none">• Apply formats (accounting, fraction, and scientific)• Create custom formats.• Use styles and auto-formats• Use lists to sort data and query from a list• Print workbooks• Audit a worksheet• Use advanced functionality• Use macros• Import and export data from other applications• Use templates• Use multiple workbooks• Use workgroup functions	

Students will apply expert Excel 2007 skill sets to create the following documents:

- Accounting/financial statements
- Data analysis
- Statistical tables
- Amortization tables
- Forecasts
- Personal records
- Lists
- Budgets
- Invoices and purchase orders
- Basic financial statements
- Spreadsheet information for use on the Intranet/Internet

**COURSE
POLICY:**

1. Attendance is mandatory; if you are ill you must notify your instructor the morning of your absence by telephone or email.
2. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, p. 40)
3. If you miss an exam or quiz, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
4. All major assignments must be completed in order to complete this course.

GRADING:

Assignments - 15%

- ✓ 2 full marks will be deducted for incorrect formulas, typographical errors, commands that result in a copy that seriously deviates from the exercise test instructions, and formatting errors (minor or major)
- ✓ not all assignments will be assigned a grade
- ✓ late or missed assignments will receive a grade of 1

Performance Assessments, & Production Quizzes – 20%

- ✓ will consist of chapter material covered during the week

Midterm – 25%

Final Practical Exam - 30%

- ✓ Consists of a 3 hour Final Examination in which students will produce finished quality documents applying concepts learned over the course of the semester.

Job Success Skills - 10 %

- ✓ the student will demonstrate job success skills through:
regular attendance and punctuality
timely completion of work
maintaining a high standard of work and professionalism
ability to work both independently and collaboratively

Grading Criteria:

Grades will be assigned on the Letter Grading System.

Administrative Technology Department 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

Department of Administrative Technology 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.

PLAGIARISM:

The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving a grade of one in the course. DON'T DO IT!!!