



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – Winter 2007

OA 2270M 3 (0-0-5) – Microsoft Excel 2007, Level I & 2

Instructor K. Coulter

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Office Hours Monday 11:30 – 12:50
Wednesday 8:30 - 1130
Or by appointment

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Benchmark Series Excel 2007 Level 1 & 2 – Windows Vista Version , Rutkowsky, EMC Paradigm.

Description: This course teaches introductory through to 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, data management/analysis, 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:

Chapter Assignments	30%
Exam #1 – Level 1	25%
Final Exam	35%
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

Final 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

Tentative Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1 – 3	Level 1 Unit 1 – Preparing and Formatting a Worksheet	Chapters 1 – 4
4 – 6	Level 1 Unit 2 – Maintaining and Enhancing Workbooks	Chapters 5 – 8
7 – 10	Level 2 Unit 1 – Advanced Formatting, Formulas and Data Management	Chapter 1 – 4
11 – 13	Level 2 Unit 2 – Managing and Integrating Data	Chapter 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.