



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

#### COURSE OUTLINE

MS EXCEL 2007 – CORE to EXPERT LEVEL - OA 2271 DE 3(0-0-5) 75 HOURS

**Instructor** Gail Sherman

**Phone** 780.831.8676 (cell – text)  
780.513.5575 (home)

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**Contact Hours** You are welcome to call me or text me at these contacts numbers and discuss any challenges or questions you may have about the course.

#### Prerequisite(s)/co requisite(s):

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None

#### Required Text/Resource Materials:

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Grauer, *Exploring Microsoft Excel 2007 Comprehensive*, Exploring Series, Pearson, 2008

#### Required Computer Hardware & Software:

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**Microsoft Office Professional Suite 2007** including Word 2007, Excel 2007, Access 2007, PowerPoint 2007, and Outlook 2007.

**Windows Vista** or XP Operating System

**Internet**

**E-mail**

#### PC System Minimum Requirements

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- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- Hard Disk Space: 175 MB Free. RAM: 128 MB
- Video: SVGA (800x600) with 16-bit video driver
- Network Card: 32-bit

## **Printer Minimum Requirements**

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According to Computer Peripherals, Inc. (CPI), to use the printer cartridge with Microsoft Windows, printers must have a minimum of 1.5 megabytes of memory. Printers may require 2.5 megabytes to process some complicated graphic files.

## **Description:**

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Students will learn concepts and uses of spreadsheet software on the personal computer. Business decision-making worksheet models will be created and modified by entering labels, functions and formulas. Various formatting techniques will be applied to enhance the appearance of printed worksheets. Students will also learn to display the worksheet data graphically with the charting capabilities of the software.

**Credit/Contact Hours:** 75hours

**Delivery Mode(s):** Internet Delivery. Blackboard Resources.

## **Objectives:**

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1. Given a set of business data and analysis/presentation needs, design an appropriate workbook.
2. Given a set of existing worksheets and required revisions, inspect, assess and revise content and format to reflect changed requirements.
3. Given the need to present data to a diverse audience, such as an annual stockholder meeting, create a chart/graph using an appropriate chart type for depicting the given data such as trends, proportions, etc.
4. Given the need to create an integrated document, containing text, tables and/or graphs/charts, create a report with linked and/or embedded objects.

## **Course Policy:**

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- Assignments are to be e-mailed as attachments.
- Redo's are encouraged. Assignments will be graded and students are encouraged to edit their work and resubmit it for full marks. All work will be marked and returned within a reasonable length of time.
- Examination materials will be made available on the dates and times arranged between you and your instructor.

- Examination work will be submitted as an e-mail attachment.
- The final examination will be scheduled between you and your instructor to be scheduled at a time that is convenient between the two of you.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Chapter reviews, Mid-term and Final Exam.

### Grading Criteria:

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Hands-on Chapter Exercises	10%
End of Chapter Review	20%
Midterm Exam	40%
Final Exam	30%

Grades will be assigned on the Letter Grading System.

Administrative Technology Department Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

A Final Grade for this course will be available after the final exam is complete.