



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

MS EXCEL 2013 – CORE TO EXPERT LEVEL - OA 2271 EC 3(0-0-5) 75 HOURS

Instructor	Gail Sherman	Phone	780.831.8676 (cell – text) 780.513.5575 (home)
Course Duration	15 weeks	E-mail	gsherman@gprc.ab.ca
Contact	You are welcome to email me, call me, or text me at the above contact numbers to discuss any challenges or questions you may have.		

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Benchmark Series Microsoft Excel 2013, Levels 1 & 2 by Rutkosky, Seguin, and Rutkosky Roggenkamp, © Paradigm Publishing, Inc.

Student Resources CD (provided with textbook)

Internet Resource Center, www.emcp.net/BenchmarkExcel13

Description:

This course prepares students to work with Microsoft Excel 2013 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Excel 2013. Students will understand how to prepare and format a worksheet, data management, managing and integrating data, how to maintain and enhance workbooks, use advanced formatting and formulas.

Objectives:

- Create and edit spreadsheets of varying complexity
- Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
- Analyze numerical data and project outcomes to make informed decisions

- Plan, research, create, revise and publish worksheets and workbooks to meet specific communication needs.
- Given a workplace scenario requiring a numbers-based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively

Course Policy:

- Assignments are to be e-mailed as attachments.
- Assignments will be graded and returned. If there are errors students are encouraged to edit their work and resubmit for full marks. All work will be marked and returned within a reasonable length of time.
- Examination materials will be made available on the date and time 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 for the two of you.
- All course assignments must be completed and marked in order to attempt the Chapter reviews, Mid-term and Final Exam.

Delivery Mode(s): Internet Delivery, Moodle Resources.

Required Computer Hardware & Software:

Microsoft Office Professional Suite 2013 including Word 2013, Excel 2013, Access 2013, PowerPoint 2013, and Outlook 2013. Windows Vista or XP Operating System Internet & E-mail

PC System Minimum Requirements

- 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

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%
Quizzes	20%
Midterm Exam	35%
Final Exam	35%

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	64 – 66	
C ⁻	1.7	60 – 63	
D ⁺	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.

Statement on Plagiarism and Cheating:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at <https://www.gprc.ab.ca/about/administration/policies/>

Course Schedule/Tentative Timeline:

Week	Class	Chapter	Description
1	Class 1	Getting Started/ Windows 8	Intro to course, Getting Started, Using Windows 8
	Class 2	Windows 8/ Internet Explorer	Finish Windows 8, Internet Explorer, Working with Data Files
	Class 3	Level 1, Chapter 1	Preparing an Excel Worksheet
2	Class 4	Level 1, Chapter 1	Preparing an Excel Worksheet
	Class 5	Level 1, Chapter 2	Inserting Formulas in a Worksheet
	Class 6	Level 1, Chapter 2	Inserting Formulas in a Worksheet
3	Class 7	Level 1, Chapter 2	Inserting Formulas in a Worksheet
	Class 8	Level 1, Chapter 3	Formatting an Excel Worksheet
	Class 9	Level 1, Chapter 3	Formatting an Excel Worksheet
4	Class 10	Level 1, Chapter 4	Enhancing a Worksheet
	Class 11	Level 1, Chapter 4	Enhancing a Worksheet
	Class 12	Level 1, U1	Level 1, U1 Performance Assessments, Quiz 1
5	Class 13	Level 1, Chapter 5	Moving Data Within and Between Workbooks
	Class 14	Level 1, Chapter 5	Moving Data Within and Between Workbooks
	Class 15	Level 1, Chapter 6	Maintaining Workbooks
6	Class 16	Level 1, Chapter 6	Maintaining Workbooks
	Class 17	Level 1, Chapter 7	Creating a Chart in Excel
	Class 18	Level 1, Chapter 7	Creating a Chart in Excel
7	Class 19	Level 1, Chapter 8	Adding Visual Interest to Workbooks
	Class 20	Level 1, Chapter 8	Adding Visual Interest to Workbooks
	Class 21	Level 1, Chapter 8	Adding Visual Interest to Workbooks
8	Class 22	Level 1, U2	Level 1, U2 Performance Assessments, Quiz 2
	Class 23	Midterm Exam	Excel Level 1 Midterm
	Class 24	Level 2, Chapter 1	Advanced Formatting Techniques
9	Class 25	Level 2, Chapter 1	Advanced Formatting Techniques
	Class 26	Level 2, Chapter 1	Advanced Formatting Techniques
	Class 27	Level 2, Chapter 2	Advanced Functions and Formulas
10	Class 28	Level 2, Chapter 2	Advanced Functions and Formulas
	Class 29	Level 2, Chapter 3	Working with Tables and Data Features
	Class 30	Level 2, Chapter 3	Working with Tables and Data Features
11	Class 31	Level 2, Chapter 4	Summarizing and Consolidating Data
	Class 32	Level 2, Chapter 4	Summarizing and Consolidating Data
	Class 33	Level 2, Chapter 4	Summarizing and Consolidating Data
12	Class 34	Level 2, U1	Level 2, U1 Performance Assessments, Quiz 3
	Class 35	Level 2, Chapter 5	Using Data Analysis Features
	Class 36	Level 2, Chapter 5	Using Data Analysis Features
13	Class 37	Level 2, Chapter 5	Using Data Analysis Features
	Class 38	Level 2, Chapter 6	Protecting and Sharing Workbooks
	Class 39	Level 2, Chapter 6	Protecting and Sharing Workbooks

Week	Class	Chapter	Description
14	Class 40	Level 2, Chapter 7	Automating Repetitive Tasks and Customizing Excel
	Class 41	Level 2, Chapter 7	Automating Repetitive Tasks and Customizing Excel
	Class 42	Level 2, Chapter 8	Importing, Exporting and Distributing Data
15	Class 43	Level 2, Chapter 8	Importing, Exporting and Distributing Data
	Class 44	Level 2, Chapter 8	Importing, Exporting and Distributing Data
Final Examination for OA2271, Excel			