Grande Prairie Regional College

Department Of Office Administration

COURSE OUTLINE – FALL 2010

OA 2271M 3 (0-0-5) – Microsoft Excel 2007, Level I & 2

Instructor	Kelly Coulter	**Phone**	539-2829
Office	C415	**E-mail**	kcoulter@gprc.ab.ca
Office Hours	Monday & Wednesday 1:00-2:30 or by appointment	**Class**	M A305 @11:30 T & R A305 @ 1:00

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Excel 2007 Levels 1 & 2 Windows Vista Edition – Benchmark Series, Rutkosky, Paradigm Publishing

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 and data management and managing and integrating data.

Objectives: Upon completing this course the student should be able to perform the following tasks:

- Plan and design a worksheet
- Identify Excel window components
- Enter and edit data in cells
- Describe and use symbols and the order of precedence
- Display cell formulas
- Insert and delete rows and columns
- Use cell ranges: move, copy, paste, paste special, autofill
- Use AND, OR, NOT, and IFERROR functions
- Define amortization and use amortization tables
- Consolidate data from multiple worksheets
- Define the three-dimensional workbook
- Line workbooks

- Manage worksheets
- Format worksheets
- Print
- Manage cell comments
- Create and copy formulas
- Use relative and absolute cell referencing
- Use AutoSum
- Insert basic statistical, date, IF, VLOOKUP, PMT, and FV functions
- Freeze rows and columns
- Hide and unhide rows, columns, worksheets
- Protect a cell, a worksheet, and a workbook
- Control calculation
- Print large worksheets
- Explore basic table management
- Sort data
- Filter and total data
- Separate and combine text
- Manipulate text with functions
- Identify and remove duplicate rows
- Group and subtotal data
- Create the documentation worksheet
- Restrict values to a drop-down list
- Audit formulas
- Set up a Watch Window
- Create a one-variable and then two-variable data table
- Solve problems with Goal Seek
- Track changes
- Enable simultaneous changes by multiple users
- Save workbooks in different formats
- Copy data to Word and PowerPoint
- Finalize documents
- Prepare workbooks for distribution
- Understand Excel options
- Work with the Quick Access Toolbar
- Add add-ins
- Create nested IF function
- Work with windows
- Use conditional functions

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. 45)
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.

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	20%
Midterm	25%
Quizzes	20%
Final Exam	25%
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

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

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. .

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this