



Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – WINTER 2010

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

Instructor Loren Jacula
Office C203
Office Hours T W F 10:00 – 11:20

Phone 539-2205
E-mail LJACULA@GPRC.AB.CA
Class M T Th 11:30 – 1:00
Room A307

Prerequisite(s)/corequisite(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 and data management 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 (Complete/Incomplete)	10%
Exam #1 – Level 1	30%
Exam #2 – Level 2	30%
Project	30%

Grades will be assigned on the Letter Grading System.

**Office Administration 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.

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.

Some instructors may have penalties for violations.