



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2014

OA 2271 MICROSOFT OFFICE 2013, EXCEL COMPREHENSIVE – 3 (0-0-4.5)

INSTRUCTOR: Lacie Reilly

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OFFICE: Edson

E-MAIL: lreilly@gprc.ab.ca

OFFICE HOURS: By appointment

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Benchmark Series Excel 2013 Level 1, Rutkosky, Roggenkamp, Rutkosky, EMC Paradigm

AND

Benchmark Series Excel 2013 Level 2, Sequin, Davidson, EMC Paradigm

OR

Benchmark Series Excel 2013 Levels 1 & 2, Rutkosky, Sequin, Davidson, Roggenkamp, Rutkosky, EMC Paradigm

CALENDAR DESCRIPTION: 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 4 lab hours per week

DELIVERY MODE(S): Lecture/Lab

TRANSFERABILITY:

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

GRADING CRITERIA:

| GRANDE PRAIRIE REGIONAL COLLEGE | | | |
|--|---------------------------|------------------------------|--|
| GRADING CONVERSION CHART | | | |
| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
| A⁺ | 4.0 | 90 – 100 | EXCELLENT |
| A | 4.0 | 85 – 89 | |
| A⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B⁺ | 3.3 | 77 – 79 | |
| B | 3.0 | 73 – 76 | GOOD |
| B⁻ | 2.7 | 70 – 72 | |
| C⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2.0 | 63 – 66 | |
| C⁻ | 1.7 | 60 – 62 | |
| D⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1.0 | 50 – 54 | |
| F | 0.0 | 0 – 49 | FAIL |
| WF | 0.0 | 0 | FAIL, withdrawal after the deadline |

EVALUATIONS:

| | |
|--------------------------------|-----|
| Chapter Assignments | 40% |
| Exam #1, Unit 1 (Chapters 1-4) | 30% |
| Exam #2, Unit 2 (Chapters 5-8) | 30% |

STUDENT RESPONSIBILITIES: Students are responsible for attending class, notifying the instructor if they are going to be late or absent, determining and completing any information or assignments they may have missed, handing assignments in on time.

COURSE SCHEDULE/TENTATIVE TIMELINE:

| Week | Topic | Related Material Benchmark Series, Excel Level 1 & Excel Level 2 |
|-------------|--|---|
| 1 | Introductions + Course Housekeeping | Student Resources CD/USB Stick |
| 2 | Preparing an Excel Workbook | Level 1 Chapter 1 |
| | Advanced Formatting | Level 2 Chapter 1 |
| 3/4 | Math Review + Inserting Formulas | Level 1 Chapter 2 |
| | Advanced Functions | Level 2 Chapter 2 |
| 5 | Formatting a Worksheet | Level 1 Chapter 3 |
| | Working with Tables | Level 2 Chapter 3 |
| 6 | Enhancing a Worksheet | Level 1 Chapter 4 |
| | Summarizing Data | Level 2 Chapter 4 |
| 7 | Exam Review/Exam 1 - Level 1 Chapters 1-4 | |
| 8 | Level 2 Chapters 1-4 | |
| 9 | Moving Data | Level 1 Chapter 5 |
| | Using Data Analysis | Level 2 Chapter 5 |
| 10 | Maintaining Workbooks | Level 1 Chapter 6 |
| | Protecting and Sharing Workbooks | Level 2 Chapter 6 |
| 11/12 | Charts | Level 1 Chapter 7 |
| | Macros | Level 2 Chapter 7 |
| 13 | Charts/Adding Visual Interest | Level 1 Chapter 7/8 |
| | Macros/Importing & Exporting | Level 2 Chapter 7/8 |
| 14 | Adding Visual Interest | Level 1 Chapter 8 |
| | Importing & Exporting Data | Level 2 Chapter 8 |
| 15 | Exam Review/Exam 2 - Level 1 Chapters 5-8 | |
| 16 | Level 2 Chapters 5-8 | |

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/>