



# Grande Prairie Regional College

## Office Administration

### COURSE OUTLINE – Fall 2009

#### OA 1140 A2 - Microsoft Office 2007 Core Level I 1.5 (0-0-2.5)

**Instructor** Garth Finlay

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**Office** Mon. & Wed. 9:00 – 10:00

**Hours** Tue. & Thur. 10:00 – 11:00

Or by appointment

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#### **Prerequisite(s)/corequisite(s):**

None

#### **Required Text/Resource Materials:**

Exploring Series: Excel 2007 Volume 1 – Grauer. Pearson Prentice Hall

OA 1140 Business Math Module

**Description:** This course first introduces students to the Vista operating system fundamentals, which will give them a solid working knowledge of electronic file management, file structure, system maintenance and security, hardware, and system accessories including: the Calculator, Windows Explorer, and Notepad. A basic business math module will emphasize a range of mathematical calculations used in business. Students will then use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, V-Lookup functions, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

**Credit/Contact Hours:** 1.5/38 Hours

**Delivery Mode(s):** Lecture/Lab

**Objectives:**

Students will learn and practice effective electronic file management including:

- Coding files
- Selecting and moving files
- Deleting files
- Organizing files
- Copying and moving files
- Renaming files
- Purging files
- Refreshing a view of the disk
- Emptying the recycle bin
- Finding files using filename, search and date modified

Students will be proficient in the use of Excel 2007 including

- Creating worksheets
- Modifying worksheets
- Printing workbooks
- Formatting worksheets
- Creating and applying ranges
- Using functions
- Using charts
- Creating larger worksheets

**Grading Criteria:**

Chapter Quizzes	30% (10% each)
Group project	20%
Assignments	10%
Grade Sheet Assignment	10%
Final Exam	30%

Late assignments or missed quizzes will receive a grade of 0 unless prior arrangements have been made with the instructor.

Grades will be assigned on the Letter Grading System.

**Office Administration  
Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

**Course Schedule/Timeline:**

<b>Week</b>	<b>Activity</b>	<b>Required Reading</b>	<b>Assignment Due Date</b>
Sept. 3	Course Outline and Handouts	Course Outline	
7 - 11	Business Math Module		In Class
14 - 18	Business Math Module		In Class
21 - 25	Ch.1 All Hands-On Exercises	P.69 - 119	Hands-On Exercises Due Sept. 29
Sept. 28 - Oct. 2	Ch.1 Your Choice of any 2 Practice Exercises P.122-126, Mid-Level Exercise 1 P.128		Practice and Mid-level Exercises Due Oct. 1
5 - 9	Ch.1 Quiz Ch.2 All Hands-On Exercises	P.137 - 170	Ch.1 Quiz on Oct. 6 Hands-On Exercises Due Oct. 15
12 - 16	Ch.2		
19 - 23	Ch.2 Your Choice of any 2 Practice Exercises P.173-178, Mid-Level Exercises 1, 3 P.179, 181 & Capstone Exercise P.184		Practice, Mid-Level and Capstone Exercises Due Oct. 22
26 - 30	Ch.2 Quiz Ch.3 All Hands-On Exercises	P.187 - 226	Ch.2 Quiz on Oct. 27
Nov. 2 - 6	Ch.3 Your Choice of any 2 Practice Exercises P.229-234, Mid-Level Exercises 4, & 5 P.238-239 (Ignore instructions regarding summaries)		Hands-On Exercises Due Nov. 5 Practice and Mid-Level Exercises Due Nov. 10
9 - 13	Ch.3 Quiz		Ch.3 Quiz on Nov. 12
16 - 20	Ch.4 All Hands-On Exercises	P.243 - 285	Hands-On Exercises Due Nov. 24
23 - 27	Ch.4 Your Choice of any 2 Practice Exercises P.288-293 & Capstone Exercise P.299		Practice and Capstone Exercises Due Dec. 3
Nov. 30 - Dec. 4	Ch.4 Course Review		
Final Exam TBA			

**Statement on Plagiarism:**

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)

The instructor reserves the right to use electronic plagiarism detection services.

**Department of Office Administration**

**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. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.