



# Grande Prairie Regional College

## Office Administration

### COURSE OUTLINE – FALL 2010

#### OA 1140 B2 - Microsoft Office 2007 Core Level I 1.5 (0-0-2.5)

<b>Instructor</b>	Kelly Coulter	<b>Phone</b>	(780) 539-2829
<b>Office</b>	C415	<b>Email</b>	<a href="mailto:kcoulter@gprc.ab.ca">kcoulter@gprc.ab.ca</a>
<b>Office Hours</b>	T/ R: 11:30am – 1:00pm Or by appointment	<b>Class</b>	T/R: 1:00 – 2:20 Rm. A305

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#### **Prerequisite(s)/Co-requisite(s):**

None

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

- 1) Exploring Series: Excel 2007 Volume 1 – Grauer. Pearson Prentice Hall
- 2) OA 1140 Business Math Module

#### **Description:**

This course first introduces students to the Windows 7 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 credit/38 Hours

#### **Delivery Mode(s):**

Lecture/Lab

**Objectives:**

Students will learn and practice effective electronic file management including:

- 1) Coding files
- 2) Selecting and moving files
- 3) Deleting files
- 4) Organizing files
- 5) Copying and moving files
- 6) Renaming files
- 7) Purging files
- 8) Refreshing a view of the disk
- 9) Emptying the recycle bin
- 10) Finding files using filename, search and date modified

Students will be proficient in the use of Excel 2007 including

- 1) Creating worksheets
- 2) Modifying worksheets
- 3) Printing workbooks
- 4) Formatting worksheets
- 5) Creating and applying ranges
- 6) Using functions
- 7) Using charts
- 8) Creating larger worksheets

**Grading Criteria:**

Business Math Module	10%
Hands-On Exercises	10%
Chapter Quizzes	40% (10% each)
Assignments	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>
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

## Course Schedule/Timeline:

Week	Date	Activity	Date	Activity	Required Reading	Assignment
1			Thurs. Sept. 2	Course Introduction Course Outline Moodle Overview	- Course outline - Handouts	<b>Submit intro on Moodle</b>
2	Tues. Sept. 7	Business Math Order of Operations	Thurs. Sept. 9	Business Math Percent	- Handouts	<b>Order of Operations</b> - Exercises 1 & 2 <b>Percent</b> - Exercises 3 – 6 <b>Due Mon. Sept. 13</b>
3	Tues. Sept. 14	Business Math Equations	Thurs. Sept. 16	Business Math Formulas & Interest	- Handouts	<b>Equations</b> - Exercises 7 – 11 <b>Formulas</b> - Exercise 12 <b>Interest</b> - Exercises 13 – 19 <b>Due Mon. Sept. 20</b>
4	Tues. Sept. 21	Chapter 1 Hands-On Exercises	Thurs. Sept. 23	Chapter 1 Hands-On Exercises	- p. 69-119	<b>Chapter 1 Hands-On</b> - #1-4 <b>Due Mon. Sept. 27</b>
5	Tues. Sept. 28	Chapter 1	Thurs. Sept. 30	Chapter 1	- p. 122-128	<b>Chapter 1 Assignment</b> - Practice Exercises 1 & 2 p. 122-124 - Mid-Level Exercise 1 p. 128 - <b>Due Mon. Oct. 4</b>
6	Tues. Oct. 5	Chapter 1 Quiz	Thurs. Oct. 7	Chapter 2 Hands-On Exercises	- p. 137-170	<b>Chapter 2 Hands-On</b> - #1-4 <b>Due Wed. Oct. 13</b>
7	Tues. Oct. 12	Chapter 2 Hands-On Exercises	Thurs. Oct. 14	Chapter 2	- p. 173-184	<b>Chapter 2 Assignment</b> - Practice Exercises 2 & 4 p. 174-178 - Mid-Level Exercise 1 & 3 p. 179-181 - Capstone Exercise p. 184 <b>Due Wed. Oct. 20</b>
8	Tues. Oct. 19	Chapter 2	Thurs. Oct. 21	Chapter 2 Quiz		
9	Tues. Oct. 26	Chapter 3 Hands-On Exercises	Thurs. Oct. 28	Chapter 3 Hands-On Exercises	- p. 187-226	<b>Chapter 3 Hands-On</b> - #1-3 <b>Due Mon. Nov. 1</b>

Week	Date	Activity	Date	Activity	Required Reading	Assignment
10	Tues. Nov. 2	Chapter 3	Thurs. Nov. 4	Chapter 3	- p. 229-239	<b>Chapter 3 Assignment</b> - Practice Exercises 1 & 3 p. 229-233 - Mid-Level Exercise 4 & 5 p. 238-239 - <b>Due Mon. Nov. 8</b>
11	Tues. Nov. 9	Chapter 3 Quiz	Thurs. Nov. 11	<b>NO CLASS Remembrance Day</b>		
12	Tues. Nov. 16	Chapter 4 Hands-On Exercises	Thurs. Nov. 18	Chapter 4 Hands-On Exercises	- p. 243-285	<b>Chapter 4 Hands-On</b> - #1-2 - <b>Due Mon. Nov. 22</b>
13	Tues. Nov. 23	Chapter 4	Thurs. Nov. 25	Chapter 4	- p. 289-299	<b>Chapter 4 Assignment</b> - Practice Exercises 2 & 3 p. 289-292 - Capstone Exercise p. 299 - <b>Due Mon. Nov. 29</b>
14	Tues. Nov. 30	Chapter 4 Quiz	Thurs. Dec. 2	Course Review		
15	Tues. Dec. 7	Course Review				

**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, Other Personal Electronic Devices & Social Media**

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.

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 policy.

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.