



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE – Fall 2007

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

Instructor Garth Finlay

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Office Monday – Thursday

Hours 10:00 – 11:15

Or by appointment

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Benchmark Series: Microsoft Excel 2007 Level 1 – Windows Vista Version, Rutkosky, Nita
St. Paul, MN. Paradigm Publishing Inc.

OA 1140 Business Math Module

Description: This course focuses on the fundamentals of using Microsoft Office Excel 2007 including: creating a worksheet, applying formats, changing column and row widths, inserting and deleting rows and columns, customizing print jobs, using find and replace, and creating charts.

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
- Formatting a disk
- Making backups
- 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 draw
- Using charts
- Saving spreadsheets as HTML
- Creating larger worksheets
- Creating worksheets based on assumptions

Students will use the Excel skills set to create the following types of documents:

- Budgets
- Marketing and sales reports
- Charts
- Invoices and purchase orders
- Basic financial statements
- Spreadsheet information for use of the Intranet/Internet

Course Policy:

- Attendance is essential and will be taken at each class. If you are ill please call me or e-mail me before class. It is your responsibility to

have a classmate inform you of work covered and assignments due that day.

- In-class tests, mid-term and final exam must be completed at the scheduled times. Alternate times will only be considered in cases of extreme emergency. Failure to complete examinations at the scheduled times will result in a grade of zero.
- Assignments are due on the dates set by the instructor.
- If you miss an assignment, you receive a zero for that assignment. Some of these assignments may be unannounced before that date.

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 Administrative Technology
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.

Grading Criteria:

Midterms	30% (10% each)
Group project and presentation	20%
Assignments	10%
Grade Sheet Assignment	10%
Final Exam	30%

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

Course Schedule/Timeline:

Week	Activity	Required Reading	Assignment Due Date
Sept 6	Course Outline and Handouts	Course Outline	
Sept 11	Business Math		
Sept 13	Business Math		
Sept 18	Business Math		
Sept 20	Business Math		
Sept 25	Preparing a Worksheet	Ch. 1	
Sept 27	Formulas in a Worksheet	Ch. 2	Ch. 1 – 2 Assessments Due
Oct 2	Grade Sheet Assignment Midterm #1 review		
Oct 4	Midterm #1	Ch. 1 – 2	
Oct 9	Update Grade Sheet/ Formatting a Worksheet	Ch.3	
Oct 11	“	“	Ch. 3 Assessments Due
Oct 16	Enhancing a Worksheet	Ch. 4	
Oct 18	“	“	Ch. 4 Assessments Due
Oct 23	Midterm #2 Review	Ch. 1 – 4	
Oct 25	Midterm #2	Ch. 1 – 4	
Oct 30	Update Grade Sheet/ Maintaining and Enhancing Workbooks	Ch. 5	
Nov 1	Introduce Team Assignment/ Instructor Selects Teams	“	Ch. 5 Assessments Due
Nov 6	Moving Data Within and Between Workbooks	Ch. 6	
Nov 8	“	“	Ch. 6 Assessments Due
Nov 13	Midterm # 3 Review	Ch. 1 – 6	
Nov 15	Midterm #3	Ch. 1 – 6	
Nov 20	Update Grade Sheet/ Creating a Chart	Ch. 7	
Nov 22	“	“	Ch. 7 Assessments Due

	Team Assignment work time		
Nov 27	Enhancing the Display of Workbooks	Ch. 8	
Nov 29	Ch. 8 or Team Assignment	Ch. 8	Ch. 8 Assessments Due
Dec 4	Team Presentations /Review	Ch. 1 – 8	
Dec 6	Team Presentations /Review Finalize Grade Sheet	Ch. 1 – 8	-Team Project Due -Grade Sheet Assignment Due
TBA	Final Exam		