

**Grande Prairie Regional College
Administrative Technology Department
Course Outline
Fall, 2005
OA1141ABN - Microsoft Excel 2003
Core Level 1
(1.5) (0-0-2.5) 38 hours**

Prerequisite	None
Session Details	Distance Delivery
Instructor	Gail Sherman Office D402 Phone (780) 539-2071 Home (780) 513-5575 Email: gsherman@gprc.ab.ca
Text:	MS Excel 2003 – Specialist, Rutkowsky (EMC Paradigm)
Delivery Mode	On-line
Supplies:	2 data disks Data disk protector or holder
Course Description:	Course Description: This course teaches you the fundamentals of using Windows XP, Windows Explorer, and Microsoft Excel 2003.
Course Objectives:	The student will obtain a proficient level of knowledge in Windows XP including: <ol style="list-style-type: none">1. Using the Windows XP desktop as a work area2. Using the mouse3. Using the keyboard and keyboard shortcuts4. Using the context-sensitive menus5. Sizing and scrolling windows6. Starting and applications program7. Saving and printing a document8. Closing a program9. Using Windows XP help10. Shutting down Windows

Students will be proficient in the use of Windows Explorer including:

1. Displaying the contents of a folder
2. Expanding and collapsing a folder
3. Creating, renaming and deleting a folder

4. Changing the view
5. Selecting and copying a group of files
6. Copying and moving a file and folder

Students will learn and practice effective electronic file management including:

1. Coding files
2. Selecting and moving files Formatting a disk
3. Making backups
4. Deleting files
5. Organizing files
6. Copying and moving files
7. Renaming files
8. Purging files
9. Finding files
10. Refreshing the view of the disk
11. Deleting files
12. Emptying the recycle bin

Students will be proficient in the use of Excel 2002 including:

1. Creating worksheets
2. Modifying worksheets
3. Printing workbooks
4. Formatting worksheets
5. Creating and applying ranges
6. Using functions
7. Using draw
8. Using charts
9. Saving spreadsheets as HTML
10. Creating larger worksheets
11. Creating worksheets based on assumptions

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

1. Budgets
2. Marketing and sales reports
3. Invoices and purchase orders
4. Basic financial statements
5. Spreadsheet information for use of the Intranet/Internet

**COURSE
POLICY**

Tests, mid-terms, and final exams must be completed at the scheduled times. Failure to complete examinations at the scheduled times will result in a grade of zero (0).

Assignments are due on the dates set by the instructor. These dates are not negotiable.

If you miss an assignment, you receive a zero (0) for that assignment.

Plagiarism will not be tolerated. The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. The College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction.

All assignments, quizzes and exams must be completed throughout the semester in order to complete a course. Attempting missed assignments and tests at the end of the course will not be considered.

Keep your work up-to-date.

Please read your Rights & Responsibilities as well as Regulations and Policies beginning on page 46 of your College Calendar. Be familiar with what you can expect from your course and instructor, as well as what you are responsible for.

GRADING:

The final course mark is determined from the following:

- Quizzes 45% (15% * 3)
- Projects 25%
- Final Exam 30% (must be passed, >50%) in order to pass the course