



Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE

MS EXCEL 2010 – CORE to EXPERT LEVEL - OA 2271 DE 3(0-0-5) 75 HOURS

Instructor	Gail Sherman	Phone	780.831.8676 (cell – text) 780.513.5575 (home)
Course Duration	16 weeks	E-mail	gsherman@gprc.ab.ca
Contact	You are welcome to email me or call me or text me at the above contact numbers to discuss any challenges or questions you may have.		

Prerequisite(s)/co requisite(s):

None

Required Text/Resource Materials:

Benchmark Series Microsoft Excel 2010, Levels 1 & 2 by Rutkosky, Seguin, and Rutkosky Roggenkamp, © Paradigm Publishing, Inc.

Student Resources CD (provided with textbook)

Internet Resource Center, www.emcp.net/BenchmarkExcel10

Description:

This course prepares students to work with Microsoft Excel 2010 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach, students develop a mastery-level competency in Excel 2010. Students will understand of how to prepare and format a worksheet, data management, managing and integrating data, how to maintain and enhance workbooks, use advanced formatting and formulas..

Objectives:

- Create and edit spreadsheets of varying complexity
- Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
- Analyze numerical data and project outcomes to make informed decisions
- Plan, research, create, revise and publish worksheets and workbooks to meet specific communication needs

- Given a workplace scenario requiring a numbers-based solution, assess the information requirements and then prepare the materials that achieve the goal efficiently and effectively

Course Policy:

- Assignments are to be e-mailed as attachments.
- Assignments will be graded and returned. If there are errors students are encouraged to edit their work and resubmit for full marks. All work will be marked and returned within a reasonable length of time.
- Examination materials will be made available on the dates and times arranged between you and your instructor.
- Examination work will be submitted as an e-mail attachment.
- The final examination will be scheduled between you and your instructor to be scheduled at a time that is convenient for the two of you.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order to attempt the Chapter reviews, Mid-term and Final Exam.

Delivery Mode(s): Internet Delivery, Moodle Resources.

Required Computer Hardware & Software:

Microsoft Office Professional Suite 2010 including Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and Outlook 2010. Windows Vista or XP Operating System Internet & E-mail

PC System Minimum Requirements

- Processor: PC with 300 MHz or higher processor clock speed required; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
 - Hard Disk Space: 175 MB Free. RAM: 128 MB
 - Video: SVGA (800x600) with 16-bit video driver
 - Network Card: 32-bit
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Grading Criteria:

Assignments are graded out of a possible mark of 10. 3 marks are deducted for each format, spelling, punctuation or other error.

Hands-on Chapter Exercises	10%
Quizzes	20%
Midterm Exam	35%
Final Exam	35%

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	64 – 66	
C ⁻	1.7	60 – 63	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

A Final Grade for this course will be available after the final exam is complete.