



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE

MS EXCEL – LEVELS 1 & 2 - OA 2271EC (0-0-5)

Instructor	Gail Sherman	Phone	780.831.8676 (call or text)
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Contact Hours: You are welcome to call me at the contact numbers and discuss any challenges or questions you may have about the course or you may email me at any time.

PREREQUISITE(S)/CO REQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

- *Benchmark Series Microsoft Access 2010, Levels 1 and 2* by Rutkosky/Seguin/Rutkosky, © Paradigm Publishing, Inc.
- Student Resources CD (provided with textbook)
- Internet Resource Center, www.emcp.net/BenchmarkAccess2010

CALENDAR 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 also develop an understanding of fundamental computer hardware and software concepts.

CREDIT/CONTACT HOURS: 3 credits/75 hours

COMPUTER TIME:

Approximately eight to ten hours per week of computer time is recommended for successful completion of course requirements.

DELIVERY MODE: Internet Delivery using Moodle software, email, Blackberry

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

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.

- All course assignments must be completed and marked in order to attempt the Chapter reviews, Mid-term and Final Exam.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

GRADING CRITERIA:

Assignments are graded as credit or non-credit. Non-credit assignments must be redone and resubmitted to receive a grade in the course. ALL assignments and non-graded, assigned work must be completed in order to pass.

Hands-on Chapter Exercises	10%
End of Chapter Assignments	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.