



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – WINTER 2006

OA 1140A3 1.5 (0-0-2.5)

**Instructor** Kelly Coulter

**Office** E309

**Office** M 8:30 – 10:00

**Hours** M-R 2:30 – 3:30

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#### **Prerequisite(s)/co requisite(s):**

None

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

Excel 2003 Basic Functions – Stella Gardonio, *Logitell Publishing*

#### **Description:**

This course teaches you the fundamentals of using Windows XP, Windows Explorer, and Microsoft Excel 2003.

#### **Credit/Contact Hours:**

1.5 credits – 38 hours

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

This course will take place in a computer lab setting where each student will work independently at an assigned workstation. Lectures will occur at the beginning of each new unit.

## **Objectives:**

The Student will obtain a proficient level of knowledge in Windows XP including:

- Using the Windows XP Desktop as a work area
- Using the mouse
- Using the keyboard and keyboard shortcuts
- Using the context-sensitive menus
- Sizing and scrolling windows
- Starting an applications program
- Saving and printing a document
- Closing a program
- Using Windows XP Help
- Shutting down Windows

Students will be proficient in the use of Windows Explorer. Topics Include:

- Displaying the contents of a folder
- Expanding and collapsing a folder
- Creating, renaming and deleting a folder
- Changing the view
- Selecting and copying a group of files
- Copying and moving a file and folder

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
- Deleting files
- Emptying the recycling bin
- Finding files using filename, search and date modified

Students will be proficient in the use of Excel 2003 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

**Grading Criteria:**

**Daily attendance is essential!!!** There is a direct correlation between attendance and marks. More than 3 missed classes will result in a recommendation of debarred from exams. If you are ill, please call your instructor and have a classmate inform you of the work covered that day

File Management Quiz	10%
Excel Summary Exercises & Assignments	30%
<ul style="list-style-type: none"> <li>★ all marked assignments are graded out of 9</li> <li>★ deduct 3 for each formatting error or program application error</li> <li>★ Not all assignments will be assigned a grade although all will be reviewed by the instructor.</li> <li>★ missed assignments will not be accepted after marked material has been graded and handed back – you will receive a grade of 1 for the material</li> </ul>	
Quizzes	20%
Final Exam	30%
Job Success Skills	10%
<p>the student will demonstrate job success skills through:</p> <ul style="list-style-type: none"> <li>a) regular attendance and punctuality</li> <li>b) timely completion of work</li> <li>c) maintaining a high standard of work</li> </ul>	

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department  
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
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

**PLAGIARISM:**

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the institution or receiving a grade of ZERO on a course. DON'T do it!!!