



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2015**

**OA 1140 1.5 (0-0-3) 45 Hours - Microsoft Excel, Core Level**

**INSTRUCTOR:** Lacie Reilly

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**OFFICE:**

**E-MAIL:** [ltreilly@gprc.ab.ca](mailto:ltreilly@gprc.ab.ca)

**OFFICE HOURS:** By Appointment

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:**

*Benchmark Series Excel 2013 Level I*, Rutkosky, Roggenkamp, Rutkosky, EMC Paradigm.

**CALENDAR DESCRIPTION:**

A basic business math module will emphasize a range of mathematical calculations used in business. Students will use Excel to create a broad range of applications using skills that include: creating worksheets, formatting, cell reference formulas, PMT functions, other statistical functions, charts, integrations, data sort, data filter, and database functions.

**CREDIT/CONTACT HOURS:** This is a 1.5 credit course with 2.5 lab hours per week.

**DELIVERY MODE(S):** Lecture/Lab

## **COURSE OBJECTIVES:**

The primary objective of this course to enable students to understand and utilize the primary tools and features of Microsoft Excel 2013, and to be able to take this ability into a personal and workplace setting with confidence.

## **COURSE OUTCOMES:**

Students will be proficient in the use of Excel 2013 including but not limited to;

Creating, modifying, formatting, enhancing and printing worksheets/workbooks

Creating and applying ranges

Using functions, charts and visual interests

## **COURSE SCHEDULE/TENTATIVE TIMELINE:**

<b>Week</b>	<b>Topic</b>	<b>Related Material</b>
1	Introductions + Course Housekeeping	Student Resources CD
2	Preparing an Excel Workbook	Chapter 1
3	Math Review + Inserting Formulas	Chapter 2
4		
5	Formatting a Worksheet	Chapter 3
6	Enhancing a Worksheet	Chapter 4
7	<i>Review/Exam 1 – Chapters 1-4</i>	
8	Moving Data	Chapter 5
9	Maintaining Workbooks	Chapter 6
10	Charts	Chapter 7
11		
12	Adding Visual Interest	Chapter 8
13	<i>Review/Exam 2 – Chapters 5-8</i>	

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the Student Conduct section of the College Admission Guide at

<http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct:

Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

**GRADING CRITERIA:**

Chapter Assignments	30%	Attendance/Participation	10%
Exam #1 – Unit 1 (Ch 1-4)	30%	Exam #2 – Unit 2 (Ch 5-8)	30%

Grades will be assigned on the Letter Grading System.		
<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>		
<b>GRADING CONVERSION CHART</b>		
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>

**TRANSFERABILITY:**

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability