



## COURSE OUTLINE: OAD206 - SPREADSHEETS-LEV. II

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	OAD206: SPREADSHEETS - LEVEL II
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Academic Year:</b>	2022-2023
<b>Course Description:</b>	Students will continue to build spreadsheet skills through the use of filters, advanced functions, built-in formulas, PivotTables, and PivotCharts. Other topics to be covered include using graphics, consolidating data and linking workbooks, protecting worksheets and workbooks, working with external data sources, sharing work, and creating forms and templates.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	5
<b>Total Hours:</b>	35
<b>Prerequisites:</b>	OAD108
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
	VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
	VLO 5 Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
	VLO 6 Produce financial documents and reports by identifying and compiling relevant information and using accounting software.
	VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 3 Execute mathematical operations accurately.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 10 Manage the use of time and other resources to complete projects.
	EES 11 Take responsibility for ones own actions, decisions, and consequences.



**Course Evaluation:**

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Books and Required Resources:**

Cirrus: Benchmark Series, Microsoft Excel Level 2 for Office 365  
 Publisher: Paradigm

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Sort and filter lists, use database functions, and create and edit outlines.	1.1 Prepare a list range and sort by cell attribute. 1.2 Build colour, text, number, and custom filters. 1.3 Create advanced filters - set the criteria range, filter data in place, create an output range, and filter data to an output range. 1.4 Use a formula in an advanced filter. 1.5 Perform calculations, use the SUBTOTAL function with SUM and AVERAGE, add grand totals, verify accuracy. 1.6 Use database functions including DMAX and DCOUNTA. 1.7 Create, edit, and clear outlines. 1.8 Use the AGGREGATE function.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Integrate Excel with other Microsoft applications.	2.1 Prepare more complex spreadsheets using data from Word, copy and paste using the Windows clipboard, add data with the fill command, drag and drop Word data into a worksheet. 2.2 Build a custom format. 2.3 Get data from text files (txt and csv). 2.4 Manage imported files, view and enable connections. 2.5 Work with text tools and functions, including PROPER, SUBSTITUTE, and CONCATENATE. 2.6 Remove duplicate data. 2.7 Get data from Web sources: copy data from the Web, create a Web query, and manage data connections. 2.8 Use Database sources: import an Access table and use Microsoft Query. 2.9 Export Excel data, copy data to Word. 2.10 Save a workbook as a text file.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Use advanced Excel spreadsheet functions and consolidate data and link workbooks.	3.1 Use the INT, ROUND, and TRUNC functions. 3.2 Complete financial tasks using financial functions including PMT, FV, and DB. 3.3 Create nested functions. 3.4 Use LOOKUP functions including VLOOKUP and HLOOKUP. 3.5 Use SUM and AVERAGE in a 3-D reference. 3.6 Use the consolidate command including creating a static and dynamic consolidation, preparing a worksheet for consolidation by category, and using AVERAGE and MAX to consolidate.



	3.7 Link workbooks.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Use data tables and pivot tables.	<p>4.1 Prepare formulas and input values for a data table.</p> <p>4.2 Build a one-variable data table: create and format a data table, add labels, fill, and borders to a data table, and work with an array formula.</p> <p>4.3 Create a two-variable data table: set up row and column input values.</p> <p>4.4 Work with data in a PivotTable: view and edit a PivotTable, pivot fields in a PivotTable, create a PivotTable, use PivotTable tools, and edit field settings.</p> <p>4.5 Use calculations in a PivotTable: use duplicate fields and multiple functions, set how field values are shown, insert a calculated field in a PivotTable, use the slicer tool, and refresh data in a PivotTable.</p> <p>4.6 Create a PivotChart from a PivotTable, create a PivotChart from a data source.</p>
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Create worksheets using graphic elements.	<p>5.1 Insert and format WordArt.</p> <p>5.2 Use images in a header or footer.</p> <p>5.3 Insert and format SmartArt graphics, including a SmartArt process diagram and SmartArt shape.</p> <p>5.4 Create hyperlinks.</p> <p>5.5 Create a watermark.</p> <p>5.6 Work with shapes, clip art, and screenshots.</p> <p>5.7 Save theme fonts and colours.</p> <p>5.8 Create and delete themes.</p> <p>5.9 Apply a ratings icon set.</p> <p>5.10 Insert an en dash.</p> <p>5.11 Create a pointer.</p> <p>5.12 Copy and paste conditional formatting.</p>
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Use templates and protect (secure) and unprotect worksheets, workbooks, and individual elements.	<p>6.1 Create a workbook from a sample template.</p> <p>6.2 Use and edit a sample template.</p> <p>6.3 Save a template.</p> <p>6.4 Create a user template.</p> <p>6.5 Delete a template.</p> <p>6.6 Download and work with an online template.</p> <p>6.7 Add data validation to a template.</p> <p>6.8 Insert a footer and a comment in a template.</p> <p>6.9 Change the locked property.</p> <p>6.10 Set worksheet protection.</p> <p>6.11 Add a custom property.</p> <p>6.12 Protect/secure the worksheet with a password.</p> <p>6.13 Add workbook protection to a template.</p>
<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
Review and share workbooks during the	<p>7.1 Create a shared workbook.</p> <p>7.2 Set change history options.</p>

	<p>editing process.</p>	<p>7.3 Activate change highlighting.  7.4 Track and highlight changes.  7.5 Add comments in a shared workbook.  7.6 Display and print a history worksheet.  7.7 Customize the quick access toolbar.  7.8 Compare and merge workbooks.  7.9 Accept or reject changes.  7.10 Reset the user name and quick access toolbar.  7.11 Save a workbook to OneDrive.  7.12 Edit a workbook in Excel web application.  7.13 Open a workbook from OneDrive.</p>
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**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>
Assignment #1	20%
Assignment #2	20%
Assignment #3	20%
Tests	40%

**Date:** June 30, 2022

**Addendum:** Please refer to the course outline addendum on the Learning Management System for further information.