

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: Spreadsheet Management
Code Number : ACC 220
Program : Accounting
Semester : Fall
Date : September 1995
Previous Outline : September 1994
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Approved: Rose M. Cairns

Dean, Business & Hospitality

95/05/19

Date

SPREADSHEET MANAGEMENT

Total Credits: 4

Prerequisites: ACC107, EDP121, EDP122

PHILOSOPHY/GOALS:

To enable the student to begin using a computerized Spreadsheet Management software package in the preparation of Accounting data.

STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the participant will be able to:

1. Use Lotus 1-2-3 to solve accounting problems.
2. Apply spreadsheet techniques to the preparation of financial data.
3. Demonstrate a working knowledge of the basic operation of the Lotus 1-2-3 spreadsheet program.

TOPICS TO BE COVERED:

1. Lotus 1-2-3 Basics
2. Working with a Spreadsheet
3. Enhancing a Worksheet with Graphs
4. Working with Macros
5. Constructing a Spreadsheet
6. Advanced Spreadsheet Techniques

LEARNING OBJECTIVES

REQUIRED RESOURCES: Spreadsheet Accounting, Tutorial and Applications using Lotus 1-2-3, Anders, Schaber, Fisk McGraw-Hill, 1995

3.5" Diskettes Double Sided / High Density

LEARNING OBJECTIVES:

After completing the material outlined in the study units the participant should be able to:

1.0 Lotus 1-2-3 Basics

- 1.1 Explain the basic features and capabilities of Lotus 1-2-3.
- 1.2 Start the spreadsheet software and retrieve a spreadsheet template from disk.
- 1.3 Move around or navigate within a spreadsheet.
- 1.4 Describe and enter labels, formulas, numbers and functions.
- 1.5 Save your work to disk.
- 1.6 Print a spreadsheet.
- 1.7 Perform what-if analysis using a spreadsheet.

2.0 Working with a Spreadsheet

- 2.1 Remove Worksheet protection to modify a spreadsheet.
- 2.2 Insert rows and columns into an existing worksheet.
- 2.3 Erase the contents of a cell.
- 2.4 Change the column width in a spreadsheet.
- 2.5 Use built-in functions to calculate results.
- 2.6 Enhance the appearance of a worksheet.

3.0 Enhancing a Worksheet with Graphs

- 3.1 Explain how to use a graph to visually represent numeric data.
- 3.2 Identify the parts of a graph and enter the information to create and view a graph.
- 3.3 Enhance a graph by adding titles and a legend.

3.4 Assign a name to a graph and print a graph.

4.0 Working with Macros

4.1 Explain how macros save you time in performing repetitive functions.

4.2 Describe the steps required to create a macro.

4.3 Record a macro in a worksheet.

4.4 Test a macro to verify that it works properly.

4.5 Describe several macro commands that automate a spreadsheet.

5.0 Constructing a Spreadsheet

5.1 Explain how to construct a spreadsheet from scratch.

5.2 Plan the layout for a new worksheet.

5.3 Build a new worksheet and verify the accuracy.

5.4 Describe an alternate method to design a worksheet.

6.0 Advanced Spreadsheet Techniques

6.1 Describe how lotus 1-2-3 can be used to store data in a database.

6.2 Edit, delete and insert data into a database.

6.3 Arrange items in a database by sorting records.

6.4 Explain how to link multiple worksheets together.

Method of Assessment:

A) Grading:	A+	90% - 100%
	A	80% - 89%
	B	70% - 79%
	C	60% - 69%
	R	Below 59% - Repeat the course

B) Tests: All students will be required to complete TWO TESTS during the course of the term. The total weighting of the two tests will represent 50% of the final term grade. The tests will be administered during the term as follows:

Test #1: Unit of study: #1, #2, #3. Lotus 1-2-3 basics, Working with a Spreadsheet, Enhancing a Worksheet with graphs.

Test #2: Unit of study: #4, #5, #6. Working with Macros, Constructing a Spreadsheet, Advanced Spreadsheet Techniques

Assignments: Assignments will be comprised of a project from the **Five** main units of study. The five assignments will comprise 50% of the term grade. Late assignments will not be accepted. A **Zero Grade** will be applied to assignments not submitted for grading.

Notes to Students:

- a) Attendance is critical to the participant's success in this course.
- c) Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.

PRIMARY RESOURCES

- 1) Anders, Schaber, Fisk, Spreadsheet Accounting: Tutorials and Applications using Lotus 1-2-3, McGraw-Hill 1995
- 2) A supply of 3.5 Diskettes Double Sided/High Density.