

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: SPREADSHEET MANAGEMENT

Code No.: ACC220

Program: ACCOUNTING

Semester: THREE

Date: SEPTEMBER, 1997

Previous Outline

Date: SEPTEMBER, 1996

Author: GRANT DUNLOP

APPROVED:

  
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Dean, School of Business and Hospitality

  
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Date

Total Credits: 4

Prerequisite(s): ACC107, EDP122

Length of Course: 4 HOURS/WEEK FOR 16 WEEKS

**I. COURSE DESCRIPTION:**

This course is designed to provide the accounting major with exposure to a comprehensive windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 5.0 for Windows and the student will use this as a tool to prepare various accounting reports and presentations which can be transferred in work commonly performed in the modern office.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

- 1) Perform fundamental tasks involving the operation of a spreadsheet package recognizing that many of the same basic features are found as in other spreadsheet productions.

**ELEMENTS OF THE PERFORMANCE:**

- make Excel student disks
- launch and exit Excel
- discover how Excel is used in business
- identify the major components of the Excel window
- open, save, print, and close a worksheet
- split a worksheet window
- correct mistakes and use the UNDO button
- create, save, and print a chart
- use Excel values, text, formulas and functions
- use Excel features to plan, build, test and document worksheets
- use Excel features to format and print worksheets

This learning outcome will constitute approximately 40% of the course's grade.

- 2) Apply increasingly challenging practical skills and problem solving abilities to perform numerous tasks in using the Excel software

**ELEMENTS OF THE PERFORMANCE:**

- use various functions such as MAX; MIN; AVERAGE; PMT; IF; TODAY
- use absolute references appropriately in formulas
- plan and construct charts
- identify and manipulate elements of the Excel chart
- select the appropriate type of chart for an application
- move a chart and change its size
- apply various editing features to a chart
- work with multiple worksheets

This learning outcome will constitute approximately 40% of the course's grade.

- 3) Organize data to provide better financial information to interested users within an organization.

**ELEMENTS OF THE PERFORMANCE:**

- identify the elements of an Excel data list
- sort data in a worksheet
- query a list to find information
- filter records

This learning outcome will constitute approximately 10% of the course's grade.

- 4) Use macros to save time in performing repetitive functions and tasks

**ELEMENTS OF THE PERFORMANCE:**

- record an Excel macro
- run an Excel macro
- create and edit Excel macros

This learning outcome will constitute approximately 10% of the course's grade.

**III. TOPICS TO BE COVERED:**

1. Using spreadsheets to make business decisions
2. Planning, building, testing and documenting worksheets
3. Formatting and printing
4. Functions, formulas and absolute references
5. Charts and graphing
6. Working with multiple worksheets
7. Data management
8. Application development with macros

**IV. REQUIRED RESOURCE/TEXT/MATERIALS:**

TEXT: "Microsoft Excel 5.0 for Windows", Parsons, Oja, Auer  
Supplies: 3, 3 1/2" high density computer disks.



**V. EVALUATION PROCESS/GRADING SYSTEM:**

The final grade will be based on term assignment work and two, 2-hour tests as follows:

Test #1	25%
Test #2	25%
Lab/Assignments	50%
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Grand Total	100%

A mark reduction penalty of 20% per day will apply to assignments not submitted by the due date.

An optional final exam will be made available at the end of the semester for those who have completed all assignments and wish to replace their mark on the exam for a failed or missed test.

Grades will be assigned as follows:

90-100%	A+	Consistency Outstanding
80-89%	A	Outstanding
70-79%	B	Above Average
60-69%	C	Satisfactory
Below 60%	R	Repeat

**VI. SPECIAL NOTES:**Special Needs

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the professor and/or contact the Special Needs Office, Room E2104, Ext. 493, 717, 491, so that support services can be arranged for you.

Plagiarism

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities."

Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Substitute Course Information: available at Registrar's Office.

The Professor reserves the right to modify the course as deemed necessary.