

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

<b><u>COURSE TITLE:</u></b>	SPREADSHEET MANAGEMENT		
<b><u>CODE NO. :</u></b>	ACC2200	<b><u>SEMESTER:</u></b>	THREE
<b><u>PROGRAM:</u></b>	ACCOUNTING		
<b><u>AUTHOR:</u></b>	G. DUNLOP		
<b><u>DATE:</u></b>	SEPT. 2002	<b><u>PREVIOUS OUTLINE DATED:</u></b>	SEPT. 2001
<b>APPROVED:</b>	<hr/>		<hr/>
	<b>DEAN</b>		<b>DATE</b>
<b>TOTAL CREDITS:</b>	4		
<b>PREREQUISITE(S):</b>	ACC107; EDP122		
<b>LENGTH OF COURSE:</b>	4 HOURS/ WEEK FOR 15 WEEKS		

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*For additional information, please contact Acting Dean Brian Punch*  
*School of Business, Hospitality and Natural Resources*  
*(705) 759-2554, Ext. 688*

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Code No.**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 97 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 functions are found as in other spreadsheet productions.

Potential Elements of the Performance:

- Start and exit Excel
- Discover how Excel is used in business
- Identify the major component of the Excel window
- Navigate an Excel workbook and worksheet
- Open, save, print, and close a worksheet
- Enter text, numbers, formulas and functions
- Correct mistakes
- Perform what-if analysis
- Clear contents of cells
- Use the Excel Help system

This learning outcome will constitute approximately 12.5% of the course grade.

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

Potential Elements of the Performance:

- Plan, build, test, document, preview, and print a worksheet
- Enter labels, values, and formulas
- Calculate a total using the AutoSum button
- Copy formulas using the fill handle and Clipboard
- Learn about relative, absolute, and mixed references

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- Use the AVERAGE, MAX, and MIN functions to calculate values in the worksheet
- Spell check the worksheet
- Insert a row
- Reverse an action using the Undo button
- Move a range of cells
- Format the worksheet using Auto Format
- Center printouts on a page
- Customize worksheet headers

This learning outcome will constitute approximately 12.5% of the course grade.

3. Develop a professional looking worksheet.

Potential Elements of the Performance:

- Format data using the Number, Currency, Accounting, and Percentage formats
- Align cell contents
- Center text across columns
- Change fonts, font style, and font size
- Clear formatting from cells
- Delete cells from a worksheet
- Use borders and color for emphasis
- Add text box and graphics to a worksheet using the Drawing toolbar
- Remove gridlines from the worksheet
- Print in landscape orientation
- Hide and unhide rows and columns

This learning outcome will constitute approximately 12.5% of the course grade.

4. Create and enhance the representation of financial information with an Excel chart.

Potential Elements of the Performance:

- Identify the elements of an Excel chart
- Learn which type of chart will represent your data most effectively
- Create an embedded chart
- Move and resize a chart
- Edit a chart
- Change the appearance of a chart
- Place a chart in a chart sheet

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- Select nonadjacent ranges
- Work with 3-D chart types
- Add a picture to a chart

This learning outcome will constitute approximately 12.5% of the course grade.

5. Organize data to provide better financial information to interested users within the organization.

Potential Elements of the Performance:

- Identify the elements of an Excel list
- Freeze rows and columns
- Find and replace values in a worksheet
- Change Zoom settings to display a worksheet
- Sort data in a list
- Use a data form to enter, search for, edit, and delete records
- Filter data in a list using AutoFilters
- Apply conditional formatting to a range
- Create natural language formulas
- Insert subtotals into a list
- Use the subtotals outline view
- Insert page breaks using Page Break Preview
- Summarize a list using pivot tables and create a pivot chart

This learning outcome will constitute approximately 12.5% of the course grade.

6. Integrate Excel with other Windows Applications and the World Wide Web.

Potential Elements of the Performance:

- Learn about Object Linking and Embedding (OLE)
- Paste a graphic object into an Excel worksheet
- Embed a WordArt object in Excel
- Link an Excel worksheet to a Word document
- Update linked documents
- Embed an Excel chart in a Word document
- Create hyperlinks to connect files
- Convert worksheet data to HTML format

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7. Use more complicated applications, functions, and macros to save time in performing more complex and \ or repetitive tasks.

Potential Elements of the Performance:

- Arrange a worksheet in sections
- Assign data validation rules to a cell
- Assign and use range names
- Use IF and FV functions in formulas
- Create a series using AutoFill
- Protect worksheets
- Delete unnecessary sheets from a workbook
- Plan and record Excel macros
- Run a macro using menu commands
- Run a macro using a shortcut key
- Run a macro using a button object

This learning outcome will constitute approximately 12.5% of the course grade.

8. Work with multiple worksheets and workbooks, develop and use lookup tables and functions.

Potential Elements of the Performance:

- Insert, name, and move worksheets
- Create worksheet groups
- Edit multiple worksheets at the same time
- Consolidate information from multiple worksheets and workbooks
- Create a lookup table and use Excel's lookup function

This learning outcome will constitute approximately 12.5% of the course grade.

### **III. TOPICS:**

1. Using Worksheets to Make Business Decisions
2. Creating a Worksheet
3. Developing a Professional Looking Worksheet
4. Creating Charts

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5. Working with Excel Lists
6. Integrating Excel with other Windows Applications and the World Wide Web
7. Developing an Excel Application
8. Working with Multiple Worksheets and Workbooks

#### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

TEXT: "Microsoft Excel 2000 – Introductory", Parsons / Oja / Ageloff / Carey.

Supplies: 6, 3 1/2" high density computer disks.

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

The final grade will be based on term assignment work and two, 3-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 10% per day will apply to assignments not submitted by the due date.

The following semester grades will be assigned to students in post secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a	

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course (see *Policies & Procedures Manual - Deferred Grades and Make-up*). Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.

**VI. SPECIAL NOTES:**Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

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.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

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.

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Code No.**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.