SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	INTRODUCTION TO SPREADSHEETS

CODE NO. :	COM128	**MODULE:**	TWO

PROGRAM:	OFFICE ADMINISTRATION - EXECUTIVE (ACCELERATED)

AUTHOR:	SHEREE WRIGHT

DATE:	SEPT. 2004 **PREVIOUS OUTLINE DATED:** 2003

APPROVED:

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                        DEAN   **DATE**

TOTAL CREDITS:	3

PREREQUISITE(S):	NONE

HOURS/WEEK:	8 HOURS/7 WEEKS

I. COURSE DESCRIPTION:

This course provides an introduction to one of the major microcomputer applications, the spreadsheet, and demonstrates its usefulness for business. Students will edit, create, and revise spreadsheets; change the appearance of worksheets; and create, use, and enhance charts and graphs. Topics such as creating formulas using functions, using range names, and advanced printing features will be introduced. The ability to enter various types of data into a spreadsheet program (Excel) accurately will be stressed.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Enter information in standard spreadsheet format.

   Potential Elements of the Performance:
   - Change the active cell
   - Navigate between and within worksheet(s)
   - Open, key data, save, print, and close worksheet and Excel
   - Use Pick From List and AutoComplete to enter labels
   - Construct basic formulas, use SUM function, and use AutoCalculate
   - Select multiple columns and rows
   - Insert and delete cells; columns; and rows
   - Use Undo, Redo, and shortcut menus
   - Move data
   - Format numbers
   - Apply text attributes and cell borders

   This module will constitute 20% of the course grade.

2. Develop a Worksheet.

   Potential Elements of the Performance:
   - Plan a worksheet on paper, then on the screen
   - Select display options, and create user documentation
   - Protect files
   - Print workbooks; print areas; and print formulas

- Build a worksheet with copy and paste; as well as drag and drop
- Copy using Fill and AutoFill
- Name ranges and constants
- Use names in formulas
- Change and delete range names
- Navigate in the worksheet using range names
- Paste names into worksheets and sort the data
- Check spelling
- Use AutoCorrect
- Find data and files; and replace data
- Rename, copy, and delete files

This module will constitute 20% of the course grade.

3.   Change the Appearance of a Worksheet.

      Potential Elements of the Performance:
- Format numbers; align text; and change column width and row height
- Work with fonts
- Add colour borders
- Use patterns and colours
- Copy cell formatting
- Work with styles and autoformats

This module will constitute 20% of the course grade.

4.   Create Formulas and Use Advanced Printing Features.
- Enter formulas
- Use AVERAGE, MIN, MAX, COUNT, COUNTA, INT, and ROUND
- Use absolute and mixed cell references
- Correct circular references
- Use and work with automatic date formats/functions
- Use date math
- Insert and remove page breaks
- Scale a worksheet
- Add print title
- Change margins and column widths in Print Preview
- Modify preset headers and footers
- Change page order and print page ranges
- Print named ranges

This module will constitute 20% of the course grade.

5.   Incorporate Graphics into a Spreadsheet.

Potential Elements of the Performance:
- Identify chart types and chart objects
- Use the Chart Wizard to create an embedded chart
- Size, move, edit, save, and print a chart
- Create a chart on a chart sheet
- Format chart text; enhance the legend; change data series colours and patterns; add backgrounds and borders; add and format drawing objects; size, move, and copy drawing objects;
- Work with 3-D shapes and import clip art

This module will constitute 20% of the course grade.

III.   TOPICS:

1.   What is Excel?
2.   Creating a Simple Worksheet.
3.   Enhancing a Simple Worksheet.
4.   Designing and Printing a Worksheet.
5.   Copying Data and Using Toolbars.
6.   Range Names and Sorting.
7.   Spelling, Find/Replace, and File Management.
8.   Formatting Text and Numbers.
9.   Changing Fonts, Patterns, Colours, and Formats
10.   Using Functions.
11.   Advanced Printing.
12.   Creating Charts.
13.   Enhancing Charts and Worksheets.

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Excel 2000 A Professional Approach, by Carole Tobias, published by Glencoe/McGraw Hill, 2000.

Three manila file folders letter size
Five 3 ½" high density disks
Three individual diskette pockets

V.   EVALUATION PROCESS/GRADING SYSTEM:

Two tests: students will be evaluated on their spreadsheet skills based on exercises and projects that have been completed.

Test 1 – 45%, Test 2 – 45%   **90%**

Projects: Two comprehensive spreadsheet projects   **10%**

TOTAL   **100%**

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

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	59% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

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 so that support services can be arranged for you.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *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/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

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.

Course outline amendments:
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.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test will be administered to replace EITHER the lowest failed OR one missed test.

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A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Marks will be deducted for incomplete assignments.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for until the end of the next module. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the paper being returned.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Regular attendance is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

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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