
Course Name

Code No.**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. 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
- Select multiple columns and rows
- Insert and delete cells, columns, and rows
- Use Undo, Redo, and shortcut menus
- Use AutoFill
- Move data

This module will constitute 11% of the course grade.

2. Develop/modify a worksheet.

Potential Elements of the Performance:

- Plan a worksheet on paper then on the screen
- Select display options, and create user documentation
- Print workbooks; print areas; and print formulas
- Build a worksheet with copy and paste, as well as drag and drop
- Copy using Fill
- Check spelling
- Use AutoCorrect
- Find and replace cell contents and cell formats
- Rename, copy, and delete files
- Use Help

This module will constitute 11% of the course grade.

3. Change the appearance of a worksheet.

Potential Elements of the Performance:

- Format numbers; align cell contents; and change column width and row height
- Work with fonts; apply text attributes
- Add colour borders
- Use patterns and colours
- Copy and remove cell formatting
- Work with styles and autoformats
- Freeze and split the worksheet display
- Hide and unhide rows and columns
- Rotate text and change row height
- Hide and unhide worksheets and workbooks

This module will constitute 11% of the course grade.

4. Create formulas and work with functions.

Potential Elements of the Performance:

- Construct basic formulas
- Use SUM and AutoSum
- Use AVERAGE, MIN, MAX, COUNT, COUNTA
- Use relative, absolute, and mixed cell references
- Use and work with automatic date formats/functions
- Use NOW to display the current date
- Use dates in calculations

This module will constitute 11% of the course grade.

5. Use advanced printing features.

Potential Elements of the Performance:

- Insert and remove page breaks
- Scale a worksheet
- Add print titles
- Change margins and column widths in Print Preview
- Modify preset headers and footers

This module will constitute 5% of the course grade.

Course Name

Code No.

6. Sort and filter lists.

Potential Elements of the Performance:

- Sort records on two or more fields
- Set an exact-match filter on multiple fields
- Filter for top and bottom records
- Filter for Blanks and NonBlanks
- Filter with OR criteria on one field
- Filter with AND criteria on one field
- Use Advanced Filter to display records

This module will constitute 10% of the course grade.

7. Work with charts.

Potential Elements of the Performance:

- Identify common types and chart objects
- Use the Chart Wizard to create an embedded chart
- Size, move, edit, save, change, and print a chart
- Chart nonadjacent data series
- Add, reorder, and delete a data series
- 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

This module will constitute 11% of the course grade.

8. Incorporate graphics into a spreadsheet.

Potential Elements of the Performance:

- Work with 3-D shapes and import clip art
- Create WordArt
- Create text boxes
- Group objects
- Insert predefined diagrams
- Change contrast and brightness in clips
- Flip and rotate clips
- Use Paste Special

This module will constitute 10% of the course grade.

Course Name

Code No.

9. Document and protect worksheets and workbooks.

Potential Elements of the Performance:

- Create and use range names
- Attach comments to a cell
- Protect and unlock cell contents and objects
- View and set file properties
- Set a password for a worksheet range or workbook

This module will constitute 10% of the course grade.

10. Integrate Excel with other Microsoft applications.

Potential Elements of the Performance:

- Use the Research task pane
- Link Excel data to Word documents
- Embed Excel data in Word documents
- Link Excel data to PowerPoint slides
- Link Excel charts to PowerPoint slides
- Import data from text files
- Import data from Access databases

This module will constitute 10% of the course grade.

III. TOPICS:

1. Taking a Tour of Excel 2003
2. Modifying a Worksheet
3. Improving the Appearance of a Worksheet
4. Entering Formulas in Well-Designed Worksheets
5. Working with Functions
6. Sorting and Filtering Lists
7. Working with Charts
8. Developing a Multiple-Sheet Workbook
9. Creating Special Effects in a Worksheet
10. Documenting and Protecting Worksheets and Workbooks
11. Modifying Cells and Worksheet Contents
12. Formatting and Displaying Worksheets
13. Integrating Applications

 Course Name

 Code No.
IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Essentials Microsoft Office Excel 2003 – Level One and Essentials Microsoft Office Excel 2003 – Level Two by Fox, Metzelaar, published by Pearson/Prentice Hall, 2004.

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 – 50%, Test 2 – 50% 100%

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%	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.	

Course Name

Code No.**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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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.

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.

Course Name

Code No.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Dean

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 at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled cd containing completed daily work MUST be available with the test if requested by the professor.

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.

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.).

During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

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 three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

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

Course Name

Code No.

Regular attendance and participation 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.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type techniques are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in the Learning Centre.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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.