SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	SPREADSHEET MANAGEMENT		
CODE NO. :	ACC220	**SEMESTER:**	THREE
PROGRAM:	ACCOUNTING		
AUTHOR:	Grant Dunlop Grant.Dunlop@saultcollege.ca 705-759-2554 ext. 2484		
DATE:	June 2008 **PREVIOUS OUTLINE DATED:** June 2007		
APPROVED:	"Penny Perrier"		

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                                CHAIR   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S):   ACC107; EDP126

LENGTH OF COURSE: 4 HOURS/ WEEK FOR 15 WEEKS

Spreadsheet Management   2   ACC220
_____   _____
Course Name   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 2007 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:
   - Understand the use of spreadsheets and Excel
   - Learn the parts of the Excel window
   - Scroll through a worksheet and navigate between worksheets
   - Create and save a workbook file
   - Enter text, numbers, and dates into a worksheet
   - Resize, insert, and remove columns and rows

   - Select and move cell ranges
   - Insert formulas and functions
   - Insert, delete, move, and rename worksheets
   - Work with editing tools
   - Preview and print a workbook

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

2. Develop a professional looking worksheet.

   Potential Elements of the Performance:
   - Format text, numbers, and dates
   - Change font colors and fill colors

- Merge a range into a single cell
- Apply a built-in cell style
- Select a different theme

- Apply a built-in table style
- Add conditional formats to tables with highlight rules and data bars
- Hide worksheet rows
- Insert print titles, set print areas, and insert page breaks
- Enter headers and footers

This learning outcome will constitute approximately 10% 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
   - Select nonadjacent ranges
   - Work with 3-D chart types
   - Add a picture to a chart

   This learning outcome will constitute approximately 10% 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 10% 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

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

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 10% 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 10% of the course grade.

9.   Perform what-if analysis and create scenarios and summary reports.

     Potential Elements of the Performance:
     • Examine cost-volume-profit relationships
     • Learn the principles of multiple what-if analysis
     • Use one-variable data tables to perform what-if analysis
     • Use two-variable data tables to perform what-if analysis
     • Create scenarios to perform what-if analysis
     • Create a scenario summary report to save your conclusions

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

10. Use automated problem solving featuers of Excel

     Potential Elements of the Performance:
     • Formulate a problem
     • Perform what-if analysis
     • Try to solve a problem using trial and error
     • Use Goal Seek to automate the trial and error process
     • Use Solver to find the best solution
     • Create an answer report

     This learning outcome will constitute approximately 10% 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

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

9.   Data Tables and Scenario Management

10.   Using Solver for Complex Problems

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:
TEXT: "Microsoft Office Excel 2007 – Comprehensive",, Parsons / Oja / Ageloff
/ Carey. Thomson Course Technology Publishers

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%
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:

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)	Below 50%	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 course (see *Policies & Procedures Manual - Deferred Grades and Make-up*).	
NR	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 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 postsecondary 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.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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Course Name   Code No.

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.