SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: SPREADSHEETS – LEVEL 1

CODE NO. : OAD108 **MODULE:** TWO

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE (ACCELERATED)

AUTHOR: SHEREE WRIGHT

DATE: OCT. 2008 **PREVIOUS OUTLINE DATED:** SEPT. 2007

APPROVED:

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CHAIR **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. 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:
   - Start and exit Excel
   - Change the active cell
   - Navigate between and within worksheet(s)
   - Open, enter data, save, print, and close workbook
   - Select cells, ranges, columns, and rows
   - Insert and delete cells, columns, and rows
   - Move data
   - Use Undo, Redo, and shortcut menus
   - Use AutoFill to enter a series

   This module will constitute 10% 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
   - Build a worksheet with copy and paste, as well as drag and drop
   - Copy using Fill
   - Check spelling
   - Use AutoCorrect and AutoComplete
   - Find and replace text
   - Rename, copy, and delete files
   - Insert, copy, and delete a worksheet
   - Use a multiple-sheet workbook
   - Change the format of worksheet tabs

- Use Help

This module will constitute 10% of the course grade.

3. Change the appearance of a worksheet.

Potential Elements of the Performance:
- Format data, cells, and worksheets
- Align cell contents; and change column width and row height
- Use wrap text
- Work with fonts; apply text attributes
- Rotate text in cells
- Add colour borders
- Use patterns and colours
- Copy and paste cell contents
- Copy data between worksheets
- Indent cell contents
- Use Zoom control
- Use 3-D references to link data in worksheets and workbooks and create a workspace
- Remove cell formatting
- Use Format Painter
- Use the Office Clipboard
- Work with styles and autoformats
- Apply conditional formatting using data bars and colour schemes
- Enter dates as text
- Apply number formats
- Freeze and split the worksheet display
- Hide and unhide rows and columns
- Rotate text and change row height
- Format worksheets and workbooks using Themes
- Hide and unhide worksheets and workbooks
- Transpose data in a worksheet
- Create hyperlinks

This module will constitute 20% of the course grade.

4. Create formulas and work with functions.

Potential Elements of the Performance:
- Construct basic formulas including percentage calculations
- Format numbers and dates

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- Use SUM and AutoSum
- Use AVERAGE, MIN, and MAX
- Use relative and absolute cell references
- Use and work with automatic date formats/functions
- Construct an IF function
- Use the TRIM function
- Identify and correct errors in formulas
- Create formulas using named ranges
- Create names from row and column titles
- Paste a list of named ranges
- Look up text using VLOOKUP
- Use an external lookup
- Use the COUNTIF function
- Use the DAVERAGE database function to determine an average
- Use the DSUM function
- Use the DCOUNT function
- Enter subtotals and outline the worksheet

This module will constitute 25% of the course grade.

5.   Use printing features.

Potential Elements of the Performance:
- Print workbooks; print areas; and print formulas
- Print formulas
- Print gridlines and headings
- Preview and modify page breaks
- Scale a worksheet
- Add print titles
- Change page orientation, margins, and column widths
- Format page placement
- Insert and modify preset headers and footers including inserting page numbers

This module will constitute 5% of the course grade.

6.   Sort and filter lists.

Potential Elements of the Performance:
- Sort alphabetical data
- Sort numerically
- Sort by date

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- Convert text into columns
- Create and sort a custom list
- Insert a table and filter data
- Create and expand a table and insert a calculated column
- Filter and sort on two tables
- Filter by using text and number filters
- Filter on a calculated field and using advanced criteria
- Chart filtered data

This module will constitute 10% of the course grade.

7. Work with charts.

   Potential Elements of the Performance:
   - Identify common types of charts (column and pie) and chart objects
   - Create a chart sheet and edit the chart (size, move, save, and print)
   - Create an embedded chart
   - Change chart type and style
   - Edit and format a chart title, legend, axis titles
   - Apply a theme to a chart
   - Chart nonadjacent data series
   - Add, reorder, and delete a data series
   - Format chart text; insert a text box, change colours and patterns; add backgrounds and borders; add and format drawing objects; size, move, and copy drawing objects
   - Insert a header and footer into a chart sheet

   This module will constitute 10% of the course grade.

8. Incorporate graphics into worksheets and charts.

   Potential Elements of the Performance:
   - Format with patterns
   - Insert and format shapes
   - Format text within a shape
   - Insert and format WordArt
   - Insert and format SmartArt graphics

   This module will constitute 5% of the course grade.

9.   Integrate Excel with other Microsoft applications.

Potential Elements of the Performance:
- Import an Access database into Excel
- Import a Word document to Excel
- Copy an Excel worksheet and edit the worksheet
- Link and embed a worksheet and a chart into a Word document
- Edit linked and embedded data

This module will constitute 5% of the course grade.

III.   TOPICS:

1.   Creating a Worksheet and Charting Data
2.   Using Multiple-Sheet Workbooks
3.   Working with IF Functions and Large Worksheets
4.   Creating Charts and Tables; Sorting and Filtering Data
5.   Using Named Ranges, Lookup Values, and 3-D References
6.   Importing Data, Expanding a Table, and Utilizing Database Features
7.   Inserting Graphic Elements into Worksheets

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Go with Microsoft Excel 2007 Comprehensive – First Edition by Gaskin and Jolly, published by Pearson/Prentice Hall, 2008.

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:

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)	49% 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:

Disability Services:
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 Disability Services 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.

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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.

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 all required 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 prior to writing 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 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 test paper being returned.

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

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.   ADVANCE CREDIT TRANSFERS:

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 a transcript and course outline related to the course in question.