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Course Name

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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 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

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Course Name

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Code No.

- 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

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Course Name

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Code No.

- 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.

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Course Name

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Code No.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 features 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

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 Course Name

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 Code No.

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%
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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

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 Course Name

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 Code No.

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 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:

### 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.

### 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.

### 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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

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Course Name

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Code No.

Disability Services:

If you are a student with a disability (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.

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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

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Course Name

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Code No.Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.