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. 2009   **PREVIOUS OUTLINE DATED:** SEPT. 2008

APPROVED: "Penny Perrier"   Oct./09

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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
   - Use Help

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
   - Find and replace text
   - Use AutoCorrect and AutoComplete
   - Use the Office Clipboard
   - Rename, copy, and delete files
   - Insert, copy, and delete a worksheet
   - Copy and paste cell contents
   - Use a multiple-sheet workbook

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- Copy data between worksheets
- Use 3-D references to link data in worksheets and workbooks and create a workspace
- Change the format of worksheet tabs
- Customize and use Microsoft-created templates

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
- 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
- Apply date 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
- Insert and delete comments
- Insert and modify preset headers and footers including inserting page numbers

4.   Create formulas and work with functions.

Potential Elements of the Performance:

- Construct basic formulas including percentage calculations
- Format numbers and dates
- 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 COUNTIF function
- Use the TRIM and PROPER functions to edit text
- Use Formula Autocomplete to create functions
- 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

5.   Make decisions using statistical and financial functions.

   Potential Elements of the Performance:

- Create statistical functions including MEDIAN and MODE
- Count cells or values in a group of data using COUNT and COUNTA
- Use Date and Time functions including TODAY and NOW
- Design formulas using dates
- Create logical functions using the AND and OR functions
- Insert financial functions including PMT (payment), IPMT (interest payment), and PPMT (principal payment)
- Use Goal Seek to perform What-If analysis
- Use the PV (present value) and FV (future value) functions

6.   Use printing features.

   Potential Elements of the Performance:
- Print workbooks; print areas; and print formulas
- Print formulas
- Print gridlines and headings
- Print comments
- Preview and modify page breaks
- Scale a worksheet
- Add print titles

- Change page orientation, margins, and column widths
- Format page placement

7. Sort and filter lists.

   Potential Elements of the Performance:
   - Sort alphabetical data
   - Sort numerically and by date
   - Convert text into columns
   - Insert a table and filter data
   - Filter and sort on two tables
   - Filter by using text and number filters
   - Chart filtered data
   - Use Custom AutoFilter
   - Convert a table into a range of data and remove the table format
   - Remove filters

8. 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

9. 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

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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. Making Decisions with Functions
6. Using Named Ranges, Lookup Values, and 3-D References
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:

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:

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.

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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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.

Tuition Default:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of June will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

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

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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 technique 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.

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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.