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. 2010 **PREVIOUS OUTLINE DATED:**	SEPT. 2009
APPROVED:	"Penny Perrier"	Aug/10
	_____ CHAIR	_____ DATE

TOTAL CREDITS:	3

PREREQUISITE(S):	NONE

HOURS/WEEK:	8 HOURS/7 WEEKS

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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

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- 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.
File folder with CD pocket
CD/Memory Stick

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:

<u>Attendance</u>
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.

It is the student's responsibility to be familiar with the course outline and
Office Administration – Executive Student Manual. These documents
provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum to
ensure timely communication of course information.

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. A study
partner/group is invaluable for notes in the event of an unavoidable
absence but must not be depended upon for frequent absences.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure
as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or
  expulsion

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

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

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. If required, work must be submitted in a labeled folder complete with a plastic CD pocket. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

Students are expected to be present to write all tests during regularly scheduled classes. 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. A missed test will receive a zero (0) grade.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test. One 3"x5" index card (double-sided) can be utilized during the test as a memory aid for this course.

Test papers may be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student must return all test papers to the professor who will keep them on file for two 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 date test papers are returned in class.

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 USB/CD containing completed daily work MUST be available with the test if requested by the professor.

VII.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.