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

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DATE: June 2012   **PREVIOUS OUTLINE DATED:**   June 2011

APPROVED: "Brian Punch"   June/12

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                CHAIR   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S):   ACC107; BUS140

**LENGTH OF
COURSE:**   4 HOURS/
WEEK FOR 15
WEEKS

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 2010 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.   Formatting a Worksheet

Potential Elements of the Performance:
- Format text, numbers, and dates
- Change font colors and fill colors
- Add fill colours and background images
- Create formulas to add, subtract, and divide values
- Add number formats
- Align, indent, and rotate cell contents

- Merge a range into a single cell
- Copy and paste functions
- Apply a built-in cell style
- Change the theme of a workbook
- Create formulas to add and subtract values
- Apply a built-in table style and select table style options
- Highlight cells with conditional formats
- Hide worksheet rows
- Define the print area, insert page breaks, and add print titles
- Enter headers and footers
- Select page margins

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

3. Working with Formulas and Functions
    - Copy formulas
    - Build formulas containing relative, absolute and mixed references
    - Review function syntax
    - Insert a function with the Insert Function dialogue box
    - Search for a function
    - Type a function directly in a cell
    - Use Autofill to fill in a formula and complete a series
    - Enter the IF logical function
    - Insert the date with the TODAY function
    - Use the PMT financial function to calculate monthly mortgage payments

    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:
    - Create an embedded chart
    - Create and format a pie chart
    - Work with chart titles and legends
    - Create and format a column chart
    - Create and format a line chart
    - Modify a chart data source
    - Create and format a combined chart

- Create a 3D chart
- Create and format sparklines and data bars
Create a chart sheet

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:
- Explore a structured range of data
- Freeze rows and columns
- Plan and create an Excel table
- Rename and format an Excel table
- Add, edit, and delete records in an Excel table
- Sort data
- Filter data
- Insert a Total row to summarize an Excel table
- Split a worksheet into two panes
- Insert subtotals into a range of data
- Use the Outlines buttons to show and hide details
- Create and modify a Pivot Table
- Apply Pivot Table styles and formatting
- Filter and sort a Pivot Table
- Insert a slicer to filter a Pivot Table
- Group Pivot Table items
- Create a Pivot Chart

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

6. Managing Multiple Worksheets and Workbooks

Potential Elements of the Performance:
- Create a worksheet group
- Format and edit multiple worksheets at once
- Create cell references to other worksheets
- Consolidate information from multiple worksheets using 3D references
- Create and print a worksheet group
- Create a link to data in another workbook
- Create a workbook reference

- Learn how to edit links
- Create and use an excel workspace
- Insert a hyperlink in a cell
- Create a sample template

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

7.   Using Advanced Functions and Conditional Formatting

Potential Elements of the Performance:
- Use the IF function
- Use the AND function
- Use the OR function
- Use structured references in formulas
- Nest the IF function
- Use the VLOOKUP function
- Review the HLOOKUP function
- Use the IFERROR function
- Use the conditional formatting to highlight duplicate values
- Summarize data using the COUNTIF, SUMIF, and AVERAGEIF functions

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

8.   Developing an Excel Application

Potential Elements of the Performance:
- Create an application
- Create, edit, and delete defined names for cells and ranges
- Paste a list of defined names for documentation
- Use defined names in formulas
- Add defined names in existing formulas
- Create validation rules for data entry
- Protect the contents of worksheets and workbooks
- Add, edit, and delete comments
- Learn about macro viruses and Excel security features
- Add the Developer tab to the Ribbon
- Create and run a macro
- Assign a macro to a keyboard shortcut and a button
- Save and open a workbook in macro-enabled format
- Minimize the Ribbon

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

9.   Working with Financial Tools and Functions

Potential Elements of the Performance:
- Work with financial functions to analyze loans and investments
- Create an amortization schedule
- Calculate a conditional sum
- Interpolate and extrapolate a series of values
- Calculate a depreciation schedule
- Determine a payback period
- Calculate a net present value
- Calculate an internal rate of return
- Trace a formula error to its source

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

10.   Performing What-If Analyses

Potential Elements of the Performance:
- Explore the principles of cost-volume-profit relationships
- Perform a basic what-if analysis
- Use goal seek to calculate a solution
- Create a one-variable data table
- Create a two-variable data table
- Create and apply different Excel scenarios
- Generate a scenario summary report
- Generate a scenario PivotTable report
- Explore the principles of price elasticity
- Run Solver to calculate optimal solutions
- Create and apply constraints to a Solver model
- Save and load a Solver model

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

III.   **TOPICS:**

1.   Getting Started with Excel

2.   Formatting a Worksheet

3.   Working with Formulas and Functions

4.   Enhancing a Workbook with Charts and Graphics Charts

5.   Working with Excel Tables, Pivot Tables and Pivot Charts

6.   Managing Multiple Worksheets and Workbooks

7.   Using Advanced Functions and Conditional Formatting

8.   Developing an Excel Application

9.   Working with Financial Tools and Functions

10.   Performing What-If Analyses

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

TEXT: "Microsoft Office Excel 2010 – Comprehensive",, Parsons / Oja / Ageloff / Carey. 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	20%	
Test #2	30%	includes cumulative course material
Lab/Assignments	50%	
Grand Total	100%	

A mark reduction penalty of 20% 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:

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.

VII.   COURSE OUTLINE ADDENDUM:

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