

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

<b>COURSE TITLE:</b>	SPREADSHEETS LEVEL II		
<b>CODE NO. :</b>	COM212	<b>SEMESTER</b>	THREE
		<b>MODULE:</b>	FIVE
<b>PROGRAM:</b>	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
<b>AUTHOR:</b>	SHELLEY BOUSHEAR AND LYNN DEE EASON		
<b>DATE:</b>	APRIL 2004	<b>PREVIOUS OUTLINE DATED:</b>	SEPT. 2003
<b>APPROVED:</b>	_____ <b>DEAN</b>		_____ <b>DATE</b>
<b>TOTAL CREDITS:</b>	4		
<b>PREREQUISITE(S):</b>	COM128		
<b>HOURS/WEEK:</b>	4 HOURS/7 WEEKS		

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**I. COURSE DESCRIPTION:** Students will continue to build their spreadsheet skills through using macros; importing and exporting data; working with templates and lists; summarizing and consolidating worksheets; using analysis tools; and collaborating with workgroups. Integrating data with other applications will also be incorporated. In this course the students will be using Excel.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Use spreadsheet formatting features beyond basic options; facilitate the sharing of data and workbooks by creating templates; and use advanced functions or built-in formulas.

Potential Elements of the Performance:

- Apply accounting, fraction, and scientific formats
- Create and apply custom formats
- Format large labels
- Create, apply, and edit styles
- Use the Format Painter
- Format a worksheet by adding borders and shading
- Apply formatting to a worksheet using one of Excel's predefined AutoFormats
- Create and use conditional formatting
- Adjust the layout of a worksheet; use the Paste Special Command; Hide and unhide rows, columns, and sheets; and rename sheets
- Format large worksheets
- Use an existing Excel template and create and edit a template
- Automatically collect data with an existing template
- Create and use a workspace file
- Open multiple workbooks and copy several worksheets into a new workbook
- Consolidate data into a list
- Link and share workbooks
- Use the PMT, PV, ROUND, RAND, SUMIF, COUNTIF functions
- Name a range and use a named range in a formula
- Use the VLOOKUP and IF functions
- Use array formulas

2. Analyze and summarize spreadsheet data through the creation and use of lists, PivotTables, PivotChart reports, Goal Seek, Solver, and Scenarios.

Potential Elements of the Performance:

- Enter data using the Data Form
  - Use data validation
  - Sort a list, perform a multi-level sort on a list, and create a custom list
  - Find and display records, as well as edit and delete records using the Data Form
  - Outline a worksheet
  - Subtotal a list
  - Filter a list using AutoFilter and create a custom AutoFilter
  - Filter a list using advanced filtering
  - Create a PivotTable report using the PivotTable Wizard
  - Format a PivotTable reporting using AutoFormat
  - Sort and filter and analyze data using a PivotTable report
  - Create a PivotChart report
  - Create an interactive PivotTable for the Web
  - Analyze data using Goal Seek and Solver
  - Create Scenarios
- 3 Manage and audit worksheets by creating and running macros; creating custom toolbars; tracing; workgroup computing; and importing and exporting data by linking or embedding objects.

Potential Elements of the Performance:

- Record, run, and edit a macro
- Assign a macro to a command button
- Hide and display toolbars, as well as create a custom toolbar using the Auditing toolbar
- Trace precedents, dependents, and errors
- Change workbooks properties
- Apply and remove passwords, workbook protection, and worksheet protection
- Track changes in a shared workbook and accept and reject tracked changes
- Create, edit, and remove a comment
- Merge workbooks
- View and print multiple worksheets
- Create and print a report using the Report Manager

- Import and export data to text files
- Place a noninteractive and an interactive worksheet/chart on the Web
- Take an Excel workbook on a “round trip”
- Import data from a Web page into Excel
- Retrieve data from a Web page using Web Query
- Query a database using Microsoft Query
- Link and embed an object in an Excel worksheet

**III. TOPICS:**

1. Formatting Excel Worksheets Using Advanced Formatting Techniques
2. Working with Templates and Workbooks
3. Using Advanced Functions
4. Working with Lists
5. Using Excel’s Analysis Tools
6. Managing and Auditing Worksheets
7. Collaborating with Workgroups
8. Importing and Exporting Data

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Microsoft Excel Expert Certification, by Meredith Flynn, published by EMCParadigm, 2002.

- Three manila file folders (letter size)
- Five 3 ½ “ high density disks
- Three individual diskette pockets
- Disk labels
- Mouse pad
- Carrying/storage case for disks

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Students will be evaluated on their spreadsheet skills. Two tests will be administered based on projects that have been completed.

Test #1 .....	<b>50%</b>
Test #2.....	<b>50%</b>

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	59% 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 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:

### Special Needs:

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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 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 postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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 be present to write all tests during regularly scheduled classes.

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 instructor who will keep them on file for one year.

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to replace EITHER the lowest failed OR one missed test.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. 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.).

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

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

**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. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.