

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE:	SPREADSHEETS LEVEL II		
CODE NO. :	OAD206	SEMESTER MODULE:	THREE SIX
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT		
DATE:	June 2010	PREVIOUS OUTLINE DATED:	June 2009
APPROVED:	"Penny Perrier"		June/10
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		CHAIR	DATE
TOTAL CREDITS:	3		
PREREQUISITE(S):	OAD108		
HOURS/WEEK:	5 HOURS/7 WEEKS		

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I. COURSE DESCRIPTION: Students will continue to build spreadsheet skills through the use of filters, macros, advanced functions, built-in formulas, PivotTables, and PivotCharts. Other topics to be covered include the creation of specialized charts, use of graphics, linking and embedding, worksheet and workbook protection, and creation of forms and templates. In this course the students will be using Excel 2007.

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

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

1. Sort and filter lists.

Potential Elements of the Performance:

- Create and expand a table and insert a calculated column
- Create and sort a custom list
- Filter by using advanced criteria (filtering on two-number criteria; filtering on a calculated field)
- Evaluate data with database functions

2. Integrate Excel with other Microsoft applications.

Potential Elements of the Performance:

- Import an Access database into Excel
- Import a Word document to Excel
- Copy an Excel worksheet and edit the worksheet
- Link and embed a worksheet and a chart into a Word document
- Edit linked and embedded data

3. Use Advanced Functions.

- Use the DAVERAGE database function to determine an average
- Use the DSUM function
- Use the DCOUNT function
- Create LOOKUP tables in another workbook
- Use an external LOOKUP
- Enter subtotals and outline the worksheet

4. Manage worksheets by creating and running macros and applying depreciation functions.

Potential Elements of Performance:

- Create, run, edit, and delete a macro (access the Developer tab)
 - Prepare a library sheet to manage macros
 - Create a macro using the relative reference feature
 - Apply depreciation functions including the straight-line method (SLN), sum-of-years' digits method (SYD), and declining balance (DB) method
 - Prepare a schedule of depreciation
5. Analyze and summarize spreadsheet data with conditional IF functions and through the creation and use of Goal Seek, PivotTables and PivotChart reports.

Potential Elements of Performance:

- Create what-if analysis using Goal Seek
 - Evaluate worksheet data with conditional IF functions including COUNTIF, SUMIF, AVERAGEIF, COUNTIFS, and SUMIFS
 - Create a PivotTable and PivotChart
 - Filter data in a Pivot Table and rearrange filtered data
6. Create worksheets using graphic elements.
 - Format with patterns
 - Insert and format shapes
 - Format text within shapes
 - Insert and format WordArt
 - Insert and format SmartArt graphics, including a SmartArt organization chart
 - Insert a picture as a background and insert a picture in a header
 7. Create specialized charts and format column charts with pictures and other graphic elements.
 - Insert a Line chart; copy a chart and change chart type
 - Format data series and chart areas; rearrange data markers
 - Insert a Scatter chart
 - Insert a Trendline
 - Insert axis titles and edit the axis of a chart
 - Create a Stock chart
 - Format charts with pictures and other graphic elements

8. Protect and unprotect worksheets, workbooks, and individual elements and hide formulas.
 - Protect worksheet elements
 - Unprotect elements and hide formulas/sensitive information
 - Protect a workbook/open a protected workbook
 - Save worksheet and chart templates
 - Complete a report with worksheet and chart templates
9. Create and validate a form and create and use a Macro command button.
 - Insert a VLOOKUP to enter data
 - Create and save a form as a template
 - Create an output area to summarize entered data
 - Validate a form
 - Test a validation rule
 - Create a drop-down list
 - Insert Macro command button

III. TOPICS:

1. Sorting Data using a Custom List, Filtering with Advanced Criteria, Using Database Functions, Inserting a Calculated Column into a Table
2. Creating a Workbook by Importing Data, Using Lookup Tables in Another Workbook, Creating Subtotals, and Linking and Embedding a Worksheet and Chart
3. Creating a Comparison of Depreciation Methods and a Depreciation Schedule that Uses Macros
4. Evaluating Data Using Conditional IF Formulas and Creating a PivotTable and PivotChart Report
5. Creating Worksheets Using Graphic Elements
6. Creating Line, Area, Scatter, and Other Charts; Using Pictures and Graphic Elements to Format Charts and Workbooks
7. Protecting and Unprotecting Worksheets, Workbooks, and Individual Elements; Hiding Formulas
8. Creating and Validating a Form, Creating and Using a Macro Command Button

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

GO! with Microsoft Excel 2007 Comprehensive. First Edition by Gaskin and Jolly
One manila file folder (letter size)

CD/Memory Stick
Individual CD pocket

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 #150%
Test #2.....50%

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%	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 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.

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>.

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

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 the 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 with 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. If required, work must be submitted in a labeled folder complete with a plastic disk pocket.

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 for three 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 test paper being returned.

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.

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.

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 techniques 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.

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.