COURSE OUTLINE

OAD206

Prepared: Sheree Wright and Amy Peltonen   Approved: Sherri Smith

Course Code: Title	OAD206: SPREADSHEETS - LEVEL II
Program Number: Name	2086: OFFICE ADMIN-EXEC
Department:	OFFICE ADMINISTRATION
Semester/Term:	18S
Course Description:	Students will continue to build spreadsheet skills through the use of filters, advanced functions, built-in formulas, PivotTables, and PivotCharts. Other topics to be covered include using graphics, consolidating data and linking workbooks, protecting worksheets and workbooks, working with external data sources, sharing work, and creating forms and templates. Students will be using Excel 2010 in this course.
Total Credits:	3
Hours/Week:	5
Total Hours:	35
Prerequisites:	OAD108
Vocational Learning Outcomes (VLO's): **Please refer to program web page for a complete listing of program outcomes where applicable.**	#6. Produce financial documents and reports by identifying and compiling relevant information and using accounting software. #7. Prepare and produce a variety of business documents using available technologies and applying industry standards.
Essential Employability Skills (EES):	#3. Execute mathematical operations accurately. #6. Locate, select, organize, and document information using appropriate technology and information systems. #10. Manage the use of time and other resources to complete projects. #11. Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	Passing Grade: 50%, D
Evaluation Process and Grading System:	

Evaluation Type	Evaluation Weight
Test 1 (Chapters 11, 12, 13, and 14)	50%
Test 2 (Chapters 15, 17, and 18)	50%

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Books and Required Resources:	Microsoft Office Excel 2010: A Lesson Approach, Complete by Kathleen Stewart Publisher: McGraw-Hill ISBN: 9780077331214 (Same text used in OAD108)
Course Outcomes and Learning Objectives:	**Course Outcome 1.** Sort and filter lists, use database functions, and create and edit outlines. **Learning Objectives 1.** • Prepare a list range and sort by cell attribute • Build colour, text, number, and custom filters • Create advanced filters – set the criteria range, filter data in place, create an output range, and filter data to an output range • Use a formula in an advanced filter • Use the subtotal command with SUM and AVERAGE, add grand totals • Use database functions including DMAX and DCOUNTA • Create, edit, and clear outlines • Use the SUBTOTAL function, add grand totals • Use the AGGREGATE function **Course Outcome 2.** Integrate Excel with other Microsoft applications. **Learning Objectives 2.** • Use data from Word, copy and paste using the Windows clipboard, add data with the fill command, drag and drop Word data into a worksheet • Build a custom format • Get data from text files (txt and csv) • Manage imported files, view and enable connections • Work with text tools and functions, including PROPER, SUBSTITUTE, and CONCATENATE • Remove duplicate data

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- Get data from Web sources: copy data from the Web, create a Web query, and manage data connections
- Use Database sources: import an Access table and use Microsoft Query
- Export Excel data, copy data to Word
- Save a workbook as a text file

Course Outcome 3.

Use advanced Excel functions and consolidate data and link workbooks.

Learning Objectives 3.

- Use the INT, ROUND, and TRUNC functions
- Work with financial functions including PMT, FV, and DB
- Create nested functions
- Use LOOKUP functions including VLOOKUP and HLOOKUP
- Use SUM and AVERAGE in a 3-D reference
- Use the consolidate command including creating a static and dynamic consolidation, preparing a worksheet for consolidation by category, and using AVERAGE and MAX to consolidate
- Link workbooks

Course Outcome 4.

Use data tables and pivot tables.

Learning Objectives 4.

- Prepare formulas and input values for a data table
- Build a one-variable data table: create and format a data table, add labels, fill, and borders to a data table, and work with an array formula
- Create a two-variable data table: set up row and column input values
- Work with data in a PivotTable: view and edit a PivotTable, pivot fields in a PivotTable, create a PivotTable, use PivotTable tools, and edit field settings
- Use calculations in a PivotTable: use duplicate fields and multiple functions, set how field values are shown, insert a calculated field in a PivotTable, use the slicer tool, and refresh data in a PivotTable

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- Create a PivotChart from a PivotTable, create a PivotChart from a data source

Course Outcome 5.

Create worksheets using graphic elements.

Learning Objectives 5.

- Insert and format WordArt
- Use images in a header or footer
- Insert and format SmartArt graphics, including a SmartArt process diagram and SmartArt shape
- Create hyperlinks
- Create a watermark
- Work with shapes, clip art, and screenshots
- Save theme fonts and colours
- Create and delete themes
- Apply a ratings icon set
- Insert an en dash
- Create a pointer
- Copy and paste conditional formatting

Course Outcome 6.

Use templates and protect and unprotect worksheets, workbooks, and individual elements.

Learning Objectives 6.

- Create a workbook from a sample template
- Use and edit a sample template
- Save a template
- Create a user template
- Delete a template
- Download and work with an online template
- Add data validation to a template
- Insert a footer and a comment in a template
- Change the locked property

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- Set worksheet protection
- Add a custom property
- Protect the worksheet with a password
- Add workbook protection to a template

Course Outcome 7.

Share work.

Learning Objectives 7.

- Create a shared workbook
- Set change history options
- Activate change highlighting
- Track and highlight changes
- Add comments in a shared workbook
- Display and print a history worksheet
- Customize the quick access toolbar
- Compare and merge workbooks
- Accept or reject changes
- Reset the user name and quick access toolbar
- Save a workbook to SkyDrive
- Edit a workbook in Excel web application
- Open a workbook from SkyDrive

Date:	Wednesday, August 30, 2017
	Please refer to the course outline addendum on the Learning Management System for further information.