COURSE OUTLINE

OAD0108

Prepared: AmyPeltonen   Approved: Sherri Smith

Course Code: Title	OAD0108: SPREADSHEETS - LEVEL I FOR CICE
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semester/Term:	17F
Course Description:	The spreadsheet format is commonly used to track inventory, enter accounting transactions, and predict future business moves. Basic spreadsheet concepts such as entering different types of data into a spreadsheet program, saving files, and revising data will be introduced. Students will then continue on to utilize formulas/functions, print reports, and create and use charts/graphs.
Total Credits:	4
Hours/Week:	8
Total Hours:	56
Essential Employability Skills (EES):	#3. Execute mathematical operations accurately. #5. Use a variety of thinking skills to anticipate and solve problems. #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	50%
Test 2	50%

Books and Required Resources:	Microsoft Office Excel 2010: A Lesson Approach, Complete by Kathleen Stewart Publisher: McGraw-Hill ISBN: 9780077331214
Course Outcomes and Learning Objectives:	Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning

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outcomes:

Course Outcome 1.

Enter data in standard spreadsheet format.

Learning Objectives 1.

- Start and exit Excel
- Enter and edit labels, values, and dates
- Change the active cell
- Navigate between and within worksheet(s)
- Open, name, save, print, and close workbooks
- Select cells, ranges, columns, and rows
- Clear cell contents
- Use Undo/Redo
- Use keyboard shortcuts
- Use AutoFill to enter a series
- Enter data in a range
- Change the Zoom size
- Use AutoCorrect, AutoComplete, and Pick from Drop-Down List
- Use Go To
- Use spell check
- Use Online Help

Course Outcome 2.

Develop/modify a worksheet.

Learning Objectives 2.

- Plan a worksheet on paper then on the screen
- Build a worksheet with copy and paste, as well as drag and drop
- Copy using Fill Handle
- Find and replace labels and formats (including use of wildcards)
- Rename, copy, and delete files
- Insert, copy, delete, and move worksheets

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- Insert and delete cells, columns, and rows
- Cut, copy, and paste cell contents – use drag and drop
- Copy data between worksheets
- Use fill across worksheets
- Use the Office Clipboard
- Use a multiple-sheet workbook
- Group and copy worksheets
- Change the format of worksheet tabs – rename worksheets and change tab colours
- Customize and use Microsoft-created templates
- Use the Research task pane to locate synonyms and translate words
- Insert symbols
- Use Prepare for Sharing and Permissions commands including Document Inspector, Accessibility Checker, and Compatibility Checker

Course Outcome 3.

Change the appearance of a worksheet.

Learning Objectives 3.

- Format data, cells, and worksheets
- Work with fonts, apply text attributes – change font colour
- Align cell contents:
o Change vertical and horizontal alignment
o Use merge and centre
o Wrap text
o Change indents
o Change cell orientation
- Change column width and row height
- Apply borders and add fill
- Use patterns and colours
- Remove cell formatting
- Copy formats and use Format Painter
- Apply and modify styles and autoformats
- Change the document theme
- Apply conditional formatting using data bars and colour schemes
- Create Highlight Cells Rules
- Apply number and date formats, create custom number and date formats
- Freeze and split the worksheet display

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- Hide and unhide rows and columns
- Hide and unhide worksheets and workbooks
- Insert, edit, display, and print comments

Course Outcome 4.

Create formulas and work with basic functions.

Learning Objectives 4.

- Construct basic formulas using addition, subtraction, multiplication, and division (including percentage calculations) using order of preference
- Use SUM, AutoSum, AVERAGE, MIN, and MAX
- Use Insert function with a cell range and multiple ranges
- Copy and edit a formula
- Set error-checking rules
- Display formulas
- Use relative, absolute, and mixed cell references
- Use and work with automatic date formats/functions
- Use Formula Autocomplete to create formulas
- Identify and correct errors in formulas
- Name a defined range
- Create range names automatically
- Create formulas using named ranges
- Navigate using named ranges
- Insert data within a named range
- Modify defined names
- Create a range name list
- Delete range names
- Name a constant
- Use a constant in a formula
- Audit and evaluate formulas
- Trace precedents and dependents
- Use IFERROR
- Use the TEXT function
- Monitor formulas in the Watch Window
- Create a data validation list
- Set error checking rules

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Course Outcome 5.

Make decisions using logical, statistical, mathematical, and financial functions.

Learning Objectives 5.

- Create statistical functions including COUNT, COUNTA, COUNTBLANK, and AVERAGEIF
- Use SUMIF and COUNTIF
- Use Date and Time functions including TODAY(), NOW(), and WEEKDAY
- Use date and time arithmetic
- Create logical functions using IF, AND, OR, and NOT
- Create and manage scenarios
- Create a scenario summary report
- Use goal seek
- Use solver

Course Outcome 6.

Use printing and page layout features.

Learning Objectives 6.

- Use Backstage view for printing
- Print workbooks, areas, and formulas
- Print gridlines and headings
- Print comments
- Preview, insert, modify, and remove page breaks
- Scale a worksheet
- Set print titles
- Change page orientation and margins
- Format page placement including centering on a page
- Insert and modify headers and footers including inserting page numbers

Course Outcome 7.

Work with Excel tables.

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Learning Objectives 7.

- Create an Excel table
- Add records to a table
- Resize a table
- Set table style options
- Name a table and remove duplicates
- Sort records in a table
- Sort by multiple columns
- Use text and date filters
- Identify structured references
- Create a calculated column
- Convert a table to a range

Course Outcome 8.

Work with charts.

Learning Objectives 8.

- Identify common types of charts (column and pie) and chart objects
- Create a chart sheet and embedded chart/chart object and edit the chart (size, move, save, and print)
- Move a chart object to its own sheet
- Distinguish chart elements
- Edit and format chart titles, legends, axis titles, data labels, plot and chart areas – show gridlines and a data table
- Change chart type and layout
- Apply a theme or style to a chart
- Insert and format sparklines
- Edit chart data
- Add a data point
- Add and rename data series
- Use an image for a data series
- Create and format charts with a trendline
- 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, set the shape

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style
- Insert a header and footer into a chart sheet

Course Outcome 9.

Incorporate graphics into worksheets and charts.

Learning Objectives 9.

- Insert pictures
- Use the Picture Tools format tab to adjust size, layout, etc.
- Copy and align images
- Incorporate Shapes Styles to adjust fill, colour, weight, etc.

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced

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number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:	Wednesday, September 6, 2017
	Please refer to the course outline addendum on the Learning Management System for further information.

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