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**COURSE DESCRIPTION:**

The CICE student will be introduced to the spreadsheet format which is commonly used to track inventory, enter accounting transactions and predict future business moves. In addition, the CICE student, with the assistance of a Learning Specialist, will acquire and demonstrate basic spreadsheet concepts such as entering different types of data into a spreadsheet program. Saving files and revising data will be introduced. The CICE student will develop an emerging knowledge of the utilization of formulas/functions, printing of reports and the creation and use of charts/graphics.

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

Upon successful completion of this course, the CICE student along with the assistance of a Learning Specialist will demonstrate the basic ability to:

1. Enter data in standard spreadsheet format.

Potential Elements of the Performance:

- 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

2. Develop/modify a worksheet at a basic level.

Potential Elements of the Performance:

- 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
- 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

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- Use the Office Clipboard
  - Use a multiple-sheet workbook
  - Group and copy worksheets
  - Change the format of worksheet tabs – rename worksheets and change tab colors
  - 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

### 3. Change the appearance of a worksheet at a basic level.

#### Potential Elements of the Performance:

- Format data, cells, and worksheets
- Work with fonts; apply text attributes – change font colour
- Align cell contents:
  - Change vertical and horizontal alignment
  - Use merge and centre
  - Wrap text
  - Change indents
  - 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
- Hide and unhide rows and columns
- Hide and unhide worksheets and workbooks
- Insert, edit, display, and print comments

### 4. Create basic formulas and work with functions

#### Potential Elements of the Performance:

- 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
5. Make basic decisions using logical, statistical, mathematical, and financial functions.

Potential Elements of the Performance:

- 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
6. Use basic printing and page layout features.

Potential Elements of the Performance:

- 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

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7. Work with basic Excel tables.

Potential Elements of the Performance:

- 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

8. Work with basic charts.

Potential Elements of the Performance:

- 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 style
- Insert a header and footer into a chart sheet

9. Incorporate basic graphics into worksheets and charts.

Potential Elements of the Performance:

- 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.

**III. TOPICS:**

1. Getting Acquainted with Excel

2. Developing Workbooks
3. Developing Editing and Formatting Skills
4. Exploring Formula Basics
5. Exploring Function and Argument Basics
6. Using Dates, Times, and Logical Functions
7. Building Worksheet Charts
8. Working with Excel Tables
9. Using What-If Analysis
10. Auditing and Validating Workbook Data

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

*Microsoft Office Excel 2010 – A Lesson Approach, Complete* by Kathleen Stewart, McGraw-Hill  
Memory Stick

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

Two tests: students will be evaluated on their spreadsheet skills based on exercises and projects that have been completed.

Test 1 – 50%, Test 2 – 50% 100%

The following semester grades will be assigned to students:

<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 area.	
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.	

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services

in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## 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.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:

- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practice their skills on a daily basis.

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*All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit <http://www.ingenuityworks.com/> for more information on purchasing All the Right Type for home use.

Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

It is expected that 100 percent of classroom work be completed as preparation for the tests. The college network (S:/My Documents) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

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

A late assignment will be accepted if submitted within **72 hours** of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

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

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test.

Test papers may be returned to the student after grading to permit review of the tests. However, the student must return all test papers to the professor who will keep them on file for two 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 date test papers are returned in class.

For those students who have

- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation.



In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required

## **VII. COURSE OUTLINE ADDENDUM:**

### **Addendum:**

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.

**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. 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 number of choices.

**B. 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.

**C. 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

**D. Evaluation:**

Is reflective of modified learning outcomes.