

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**SAULT  
COLLEGE**

**COURSE OUTLINE**

**COURSE TITLE:** SPREADSHEET MANAGEMENT

**CODE NO. :** ACC220 **SEMESTER:** THREE

**PROGRAM:** ACCOUNTING

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**DATE:** May 2010 **PREVIOUS OUTLINE DATED:** May  
2009

**APPROVED:** \_\_\_\_\_  
"Penny Perrier" June/10

**CHAIR** **DATE**

**TOTAL CREDITS:** 4

**PREREQUISITE(S):** ACC107; BUS140

**LENGTH OF COURSE:** 4 HOURS/  
WEEK FOR 15  
WEEKS

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*For additional information, please contact Penny Perrier, Chair*  
*School of Continuing Education, Business & Hospitality*  
*(705) 759-2554, Ext. 2754*

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Code No.**I. COURSE DESCRIPTION:**

This course is designed to provide the accounting major with exposure to a comprehensive windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2007 for Windows and the student will use this as a tool to prepare various accounting reports and presentations which can be transferred in work commonly performed in the modern office.

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

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

1. Perform fundamental tasks involving the operation of a spreadsheet package, recognizing that many of the same functions are found as in other spreadsheet productions.

Potential Elements of the Performance:

- Understand the use of spreadsheets and Excel
- Learn the parts of the Excel window
- Scroll through a worksheet and navigate between worksheets
- Create and save a workbook file
- Enter text, numbers, and dates into a worksheet
- Resize, insert, and remove columns and rows
- Select and move cell ranges
- Insert formulas and functions
- Insert, delete, move, and rename worksheets
- Work with editing tools
- Preview and print a workbook

This learning outcome will constitute approximately 10% of the course grade.

2. Develop a professional looking worksheet.

Potential Elements of the Performance:

- Format text, numbers, and dates
- Change font colors and fill colors
- Merge a range into a single cell
- Apply a built-in cell style
- Select a different theme

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- Apply a built-in table style
- Add conditional formats to tables with highlight rules and data bars
- Hide worksheet rows
- Insert print titles, set print areas, and insert page breaks
- Enter headers and footers

This learning outcome will constitute approximately 10% of the course grade.

4. Create and enhance the representation of financial information with an Excel chart.

Potential Elements of the Performance:

- Identify the elements of an Excel chart
- Learn which type of chart will represent your data most effectively
- Create an embedded chart
- Move and resize a chart
- Edit a chart
- Change the appearance of a chart
- Place a chart in a chart sheet
- Select nonadjacent ranges
- Work with 3-D chart types
- Add a picture to a chart

This learning outcome will constitute approximately 10% of the course grade.

5. Organize data to provide better financial information to interested users within the organization.

Potential Elements of the Performance:

- Identify the elements of an Excel list
- Freeze rows and columns
- Find and replace values in a worksheet
- Change Zoom settings to display a worksheet
- Sort data in a list
- Use a data form to enter, search for, edit, and delete records
- Filter data in a list using AutoFilters
- Apply conditional formatting to a range
- Create natural language formulas
- Insert subtotals into a list
- Use the subtotals outline view

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- Insert page breaks using Page Break Preview
- Summarize a list using pivot tables and create a pivot chart

This learning outcome will constitute approximately 10% of the course grade.

6. Integrate Excel with other Windows Applications and the World Wide Web.

Potential Elements of the Performance:

- Learn about Object Linking and Embedding (OLE)
- Paste a graphic object into an Excel worksheet
- Embed a WordArt object in Excel
- Link an Excel worksheet to a Word document
- Update linked documents
- Embed an Excel chart in a Word document
- Create hyperlinks to connect files
- Convert worksheet data to HTML format

This learning outcome will constitute approximately 10% of the course grade.

7. Use more complicated applications, functions, and macros to save time in performing more complex and \ or repetitive tasks.

Potential Elements of the Performance:

- Arrange a worksheet in sections
- Assign data validation rules to a cell
- Assign and use range names
- Use IF and FV functions in formulas
- Create a series using AutoFill
- Protect worksheets
- Delete unnecessary sheets from a workbook
- Plan and record Excel macros
- Run a macro using menu commands
- Run a macro using a shortcut key
- Run a macro using a button object

This learning outcome will constitute approximately 10% of the course grade.

8. Work with multiple worksheets and workbooks, develop and use lookup tables and functions.

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Code No.Potential Elements of the Performance:

- Insert, name, and move worksheets
- Create worksheet groups
- Edit multiple worksheets at the same time
- Consolidate information from multiple worksheets and workbooks
- Create a lookup table and use Excel's lookup function

This learning outcome will constitute approximately 10% of the course grade.

9. Perform what-if analysis and create scenarios and summary reports.

Potential Elements of the Performance:

- Examine cost-volume-profit relationships
- Learn the principles of multiple what-if analysis
- Use one-variable data tables to perform what-if analysis
- Use two-variable data tables to perform what-if analysis
- Create scenarios to perform what-if analysis
- Create a scenario summary report to save your conclusions

This learning outcome will constitute approximately 10% of the course grade.

10. Use automated problem solving features of Excel

Potential Elements of the Performance:

- Formulate a problem
- Perform what-if analysis
- Try to solve a problem using trial and error
- Use Goal Seek to automate the trial and error process
- Use Solver to find the best solution
- Create an answer report

This learning outcome will constitute approximately 10% of the course grade.

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**III. TOPICS:**

1. Using Worksheets to Make Business Decisions
2. Creating a Worksheet
3. Developing a Professional Looking Worksheet
4. Creating Charts
5. Working with Excel Lists
6. Integrating Excel with other Windows Applications and the World Wide Web
7. Developing an Excel Application
8. Working with Multiple Worksheets and Workbooks
9. Data Tables and Scenario Management
10. Using Solver for Complex Problems

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

TEXT: "Microsoft Office Excel 2007 – Comprehensive",, Parsons / Oja / Ageloff / Carey. Thomson Course Technology Publishers

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

The final grade will be based on term assignment work and two, 2-hour tests as follows:

Test #1	25%
Test #2	25%
Lab/Assignments	50%
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Grand Total	100%

A mark reduction penalty of 20% per day will apply to assignments not submitted by the due date.

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

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<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)	Below 50%	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual - Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

## 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.

## VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.