



- I. COURSE DESCRIPTION:** Students will continue to build their spreadsheet skills through using macros; using additional functions to perform calculations; analyzing data with Pivot tables and charts; summarizing and consolidating worksheets; using analysis tools; auditing and customizing worksheets. Students will also perform maintenance on workbooks to ensure accuracy of functions. In this course the students will be using Excel.

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

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

1. Use spreadsheet advanced functions or built-in formulas.

Potential Elements of Performance:

- Utilize Average, Max, Min functions
- Use the PMT, PV, SUMIF, COUNTIF functions
- Name a range and use a named range in a formula
- Incorporate IF functions
- Use the VLOOKUP, HLOOKUP functions
- Summarize data with Frequency
- Incorporate the database functions DSUM, DAVERAGE, DCOUNT, and DGET

2. Analyze and summarize spreadsheet data through the creation and use of Lists, PivotTables, PivotChart reports, Goal Seek, Solver, and Scenarios.

Potential Elements of Performance:

- Enter data using the Data Form
- Use data validation
- Find and display records, as well as edit and delete records using the Data Form
- Create a PivotTable report using the PivotTable Wizard
- Format a PivotTable reporting using AutoFormat
- Sort, filter and analyze data using a PivotTable report
- Create a PivotChart report
- Create an interactive PivotTable for the Web
- Analyze data using Goal Seek and Solver
- Create Scenarios
- Create one and two-variable tables

- 3 Manage and audit worksheets by creating and running macros; creating custom toolbars and tracing formulas.

Potential Elements of Performance:

- Record, run, and edit a macro
  - Assign a macro to a command button
  - Hide and display toolbars, as well as create a custom toolbar using the Auditing toolbar
  - Trace precedents, dependents, and errors
  - Evaluate and eliminate formula errors
- 4 Enhance charting capabilities by creating and formatting a variety of charts.
    - Create Stacked column, Doughnut, 3-D cylinder charts
    - Insert an Area chart with a data table
    - Insert pictures into the chart
    - Create stock and X-Y charts
    - Fit a trend line

### III. TOPICS:

1. Working with Functions
2. Utilizing Functions to Analyze Data
3. Creating Pivot Tables and Charts
4. Automating Tasks with Macros
5. Using Database Functions
6. Expanding Charting Skills
7. Auditing and Customizing Worksheets
8. Guiding Cell Entry with Validation
9. Using Problem-Solving Tools

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

ESSENTIALS Microsoft Office Excel 2003, by Fox and Metzelaar, published by Prentice Hall, 2004. This course uses all three levels.

Two manila file folders (letter size)  
Two 3 ½ " high density disks  
Two individual diskette pockets  
Disk labels  
Mouse pad  
Carrying/storage case for disks

**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 #1 .....50%  
 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%	3.75
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:**

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes.

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 instructor who will keep them on file for one year.

In the event of a failed course grade, a comprehensive supplementary test will be administered at the end of the semester to replace EITHER the lowest failed test **OR** one missed test, provided the student has regularly attended and completed all projects assigned.

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

During testing, the program's on-line help may be available. Tests will not be “open book.” Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

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

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

#### **VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

#### **VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.