

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: SPREADSHEETS LEVEL II

CODE NO. : OAD206 **SEMESTER** THREE
MODULE: SIX

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE
(ACCELERATED)

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DATE: June 2011 **PREVIOUS OUTLINE DATED:** June
2010

APPROVED: "Penny Perrier" June/11

CHAIR **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): OAD108

HOURS/WEEK: 5 HOURS/7 WEEKS

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- I. COURSE DESCRIPTION:** Students will continue to build spreadsheet skills through the use of filters, macros, advanced functions, built-in formulas, PivotTables, and PivotCharts. Other topics to be covered include the creation of specialized charts, use of graphics, linking and embedding, worksheet and workbook protection, and creation of forms and templates. In this course the students will be using Excel 2007.

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

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

1. Sort and filter lists.

Potential Elements of the Performance:

- Create and expand a table and insert a calculated column
- Create and sort a custom list
- Filter by using advanced criteria (filtering on two-number criteria; filtering on a calculated field)
- Evaluate data with database functions

2. Integrate Excel with other Microsoft applications.

Potential Elements of the Performance:

- Import an Access database into Excel
- Import a Word document to Excel
- Copy an Excel worksheet and edit the worksheet
- Link and embed a worksheet and a chart into a Word document
- Edit linked and embedded data

3. Use advanced functions.

- Use the DAVERAGE database function to determine an average
- Use the DSUM function
- Use the DCOUNT function
- Create LOOKUP tables in another workbook
- Use an external LOOKUP
- Enter subtotals and outline the worksheet

4. Manage worksheets by creating and running macros and applying depreciation functions.

Potential Elements of Performance:

- Create, run, edit, and delete a macro (access the Developer tab)
- Prepare a library sheet to manage macros
- Create a macro using the relative reference feature
- Apply depreciation functions including the straight-line method (SLN), sum-of-years' digits method (SYD), and declining balance (DB) method
- Prepare a schedule of depreciation

5. Analyze and summarize spreadsheet data with conditional IF functions and through the creation and use of Goal Seek, PivotTables and PivotChart reports.

Potential Elements of Performance:

- Create what-if analysis using Goal Seek
- Evaluate worksheet data with conditional IF functions including COUNTIF, SUMIF, AVERAGEIF, COUNTIFS, and SUMIFS
- Create a PivotTable and PivotChart
- Filter data in a Pivot Table and rearrange filtered data

6. Create worksheets using graphic elements.

Potential Elements of Performance:

- Format with patterns
- Insert and format shapes
- Format text within shapes
- Insert and format WordArt
- Insert and format SmartArt graphics, including a SmartArt organization chart
- Insert a picture as a background and insert a picture in a header

7. Create specialized charts and format column charts with pictures and other graphic elements.

Potential Elements of Performance:

- Insert a Line chart; copy a chart and change chart type
- Format data series and chart areas; rearrange data markers
- Insert a Scatter chart
- Insert a Trendline
- Insert axis titles and edit the axis of a chart
- Create a Stock chart
- Format charts with pictures and other graphic elements

8. Protect and unprotect worksheets, workbooks, and individual elements and hide formulas.

Potential Elements of Performance:

- Protect worksheet elements
- Unprotect elements and hide formulas/sensitive information
- Protect a workbook/open a protected workbook
- Save worksheet and chart templates
- Complete a report with worksheet and chart templates

9. Create and validate a form and create and use a Macro command button.

Potential Elements of Performance:

- Insert a VLOOKUP to enter data
- Create and save a form as a template
- Create an output area to summarize entered data
- Validate a form
- Test a validation rule
- Create a drop-down list
- Insert Macro command button

III. TOPICS:

1. Sorting Data using a Custom List, Filtering with Advanced Criteria, Using Database Functions, Inserting a Calculated Column into a Table
2. Creating a Workbook by Importing Data, Using Lookup Tables in Another Workbook, Creating Subtotals, and Linking and Embedding a Worksheet and Chart
3. Creating a Comparison of Depreciation Methods and a Depreciation Schedule that Uses Macros
4. Evaluating Data Using Conditional IF Formulas and Creating a PivotTable and PivotChart Report
5. Creating Worksheets Using Graphic Elements
6. Creating Line, Area, Scatter, and Other Charts; Using Pictures and Graphic Elements to Format Charts and Workbooks
7. Protecting and Unprotecting Worksheets, Workbooks, and Individual Elements; Hiding Formulas
8. Creating and Validating a Form, Creating and Using a Macro Command Button

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

GO! with Microsoft Excel 2007 Comprehensive. First Edition by Gaskin and Jolly

One manila file folder (letter size)
CD/Memory Stick and Individual CD Pocket

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%	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 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:**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 provide classroom policies that must be followed.

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

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. 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.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

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

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

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Printed work must be submitted in a labeled folder complete with a memory stick/CD housed in a secure plastic CD pocket. The college network drive (S:\MyDocuments) 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.

Students are expected to be present to write all tests during regularly scheduled classes. During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties. A missed test will receive a zero (0) grade.

Students must ensure that they have the appropriate tools to do the test.

Test papers may be returned to the student after grading in order to permit verification of the results and to review 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, and
- 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.

An appropriately labelled USB/CD containing completed daily work **MUST** be available with the test if requested by the professor.

VII. COURSE OUTLINE ADDENDUM:

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