

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**CICE COURSE OUTLINE**

**COURSE TITLE:** Spreadsheets – Level 1

**CODE NO. :** OAD108  
**MODIFIED CODE:** OAD0108

**SEMESTER:** Fall

**PROGRAM:** Office Administration - Executive (Accelerated)

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**MODIFIED BY:** Shelley MacEachern, Learning Specialist CICE Program

**DATE:** SEPT. 2006      **PREVIOUS OUTLINE DATED:** SEPT. 2005

**APPROVED:**

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**DEAN**

\_\_\_\_\_  
**DATE**

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** None

**HOURS/WEEK:** 8 Hours/7 Weeks

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**I. COURSE DESCRIPTION:**

This course provides an introduction to one of the major microcomputer applications, the spreadsheet, and demonstrates its usefulness for business. Students will edit, create, and revise spreadsheets; change the appearance of worksheets; and create, use, and enhance charts and graphs. The ability to enter various types of data into a spreadsheet program (Excel) accurately will be stressed.

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

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

1. Enter Information in standard spreadsheet format.

Potential Elements of the Performance:

- Change the active cell
- Navigate between and within worksheet(s)
- Open, key data, save, print, and close worksheet and Excel
- Select multiple columns and rows
- Insert and delete cells, columns, and rows
- Use Undo, Redo, and shortcut menus
- Use AutoFill
- Move data

*This module will constitute 11% of the course grade.*

2. Develop/modify a worksheet.

Potential Elements of the Performance:

- Plan a worksheet on paper then on the screen
- Select display options, and create user documentation
- Print workbooks; print areas; and print formulas
- Build a worksheet with copy and paste, as well as drag and drop
- Copy using Fill
- Check spelling
- Use AutoCorrect
- Find and replace cell contents and cell formats
- Rename, copy, and delete files
- Use Help

*This module will constitute 11% of the course grade.*

3. Change the appearance of a worksheet.

Potential Elements of the Performance:

- Format numbers; align cell contents; and change column width and row height
- Work with fonts; apply text attributes
- Add colour borders
- Use patterns and colours
- Copy and remove cell formatting
- Work with styles and autoformats
- Freeze and split the worksheet display
- Hide and unhide rows and columns
- Create custom templates
- Create custom number formats
- Rotate text and change row height
- Hide and unhide worksheets and workbooks

*This module will constitute 11% of the course grade.*

4. Create formulas and work with functions.

Potential Elements of the Performance:

- Construct basic formulas
- Use SUM and AutoSum
- Use AVERAGE, MIN, MAX, COUNT, COUNTA
- Use relative, absolute
- Use and work with automatic date formats/functions
- Use NOW to display the current date
- Use dates in calculations

*This module will constitute 11% of the course grade.*

5. Use advanced printing features.

Potential Elements of the Performance:

- Insert and remove page breaks
- Scale a worksheet
- Add print titles
- Change margins and column widths in Print Preview
- Modify preset headers and footers

*This module will constitute 5% of the course grade.*

## 6. Sort and filter lists.

Potential Elements of the Performance:

- Sort records on two or more fields
- Set an exact-match filter on multiple fields
- Filter for top and bottom records
- Filter for Blanks and NonBlanks
- Filter with OR criteria on one field
- Filter with AND criteria on one field

*This module will constitute 10% of the course grade.*

## 7. Work with charts.

Potential Elements of the Performance:

- Identify common types and chart objects
- Use the Chart Wizard to create an embedded chart
- Size, move, edit, save, change, and print a chart
- Chart nonadjacent data series
- Add, reorder, and delete a data series
- Format chart text; enhance the legend; change data series, colours and patterns; add backgrounds and borders; add and format drawing objects; size, move, and copy drawing objects

*This module will constitute 11% of the course grade.*

## 8. Incorporate graphics into a spreadsheet.

Potential Elements of the Performance:

- Work with 3-D shapes and import clip art
- Create WordArt
- Create text boxes
- Group objects
- Insert predefined diagrams
- Change contrast and brightness in clips
- Flip and rotate clips
- Use Paste Special

*This module will constitute 10% of the course grade.*

9. Document and protect worksheets and workbooks.

Potential Elements of the Performance:

- Create and use range names
- Attach comments to a cell
- Protect and unlock cell contents and objects
- View and set file properties
- Set a password for a worksheet range or workbook

*This module will constitute 10% of the course grade.*

### **III. TOPICS:**

1. Taking a Tour of Excel 2003
2. Modifying a Worksheet
3. Improving the Appearance of a Worksheet
4. Entering Formulas in Well-Designed Worksheets
5. Working with Functions
6. Sorting and Filtering Lists
7. Working with Charts
8. Developing a Multiple-Sheet Workbook
9. Creating Special Effects in a Worksheet
10. Documenting and Protecting Worksheets and Workbooks
11. Modifying Cells and Worksheet Contents
12. Formatting and Displaying Worksheets

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

Essentials Microsoft Office Excel 2003 – Level One and Essentials Microsoft Office Excel 2003 – Level Two by Fox, Metzelaar, published by Pearson/Prentice Hall, 2004.

### **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 in post-secondary 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)	59% 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.	

## 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 E1101 or call Extension 2703 so that support services can be arranged for you.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. 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.

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 post-secondary institutions.

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 demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Dean

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

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

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. Students are responsible for maintaining back-ups of all completed files.

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.).

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.

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 professor who will keep them on file for three 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 test paper being returned.

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

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.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type techniques are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in the Learning Centre.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

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

Students who wish to apply for advanced credit in the course should consult the professor.

#### **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

**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.