SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: SPREADSHEETS LEVEL II

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

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

AUTHOR: SHEREE WRIGHT

DATE: June 2016 **PREVIOUS OUTLINE DATED:** June 2015

APPROVED:

Colin Kirkwood **May 2016**
Dean **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): OAD108

HOURS/WEEK: 5 HOURS/7 WEEKS

I.   COURSE DESCRIPTION: Students will continue to build spreadsheet skills through the use of filters, advanced functions, built-in formulas, PivotTables, and PivotCharts. Other topics to be covered include using graphics, consolidating data and linking workbooks, protecting worksheets and workbooks, working with external data sources, sharing work, and creating forms and templates. Students will be using Excel 2010 in this course.

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, use database functions, and create and edit outlines.

   Potential Elements of the Performance:
   - Prepare a list range and sort by cell attribute
   - Build colour, text, number, and custom filters
   - Create advanced filters – set the criteria range, filter data in place, create an output range, and filter data to an output range
   - Use a formula in an advanced filter
   - Use the subtotal command with SUM and AVERAGE; add grand totals
   - Use database functions including DMAX and DCOUNTA
   - Create, edit, and clear outlines
   - Use the SUBTOTAL function; add grand totals
   - Use the AGGREGATE function

2.   Integrate Excel with other Microsoft applications.

   Potential Elements of the Performance:
   - Use data from Word; copy and paste using the Windows clipboard; add data with the fill command; drag and drop Word data into a worksheet
   - Build a custom format
   - Get data from text files (txt and csv)
   - Manage imported files; view and enable connections
   - Work with text tools and functions, including PROPER, SUBSTITUTE, and CONCATENATE
   - Remove duplicate data
   - Get data from Web sources: copy data from the Web, create a Web query, and manage data connections
   - Use Database sources: import an Access table and use Microsoft Query
   - Export Excel data; copy data to Word
   - Save a workbook as a text file

3.   Use advanced Excel functions and consolidate data and link workbooks.

   Potential Elements of the Performance:
   - Use the INT, ROUND, and TRUNC functions
   - Work with financial functions including PMT, FV, and DB

- Create nested functions
- Use LOOKUP functions including VLOOKUP and HLOOKUP
- Use SUM and AVERAGE in a 3-D reference
- Use the consolidate command including creating a static and dynamic consolidation, preparing a worksheet for consolidation by category, and using AVERAGE and MAX to consolidate
- Link workbooks

4. Use data tables and pivot tables.

Potential Elements of Performance:
- Prepare formulas and input values for a data table
- Build a one-variable data table: create and format a data table; add labels, fill, and borders to a data table; and work with an array formula
- Create a two-variable data table: set up row and column input values
- Work with data in a PivotTable: view and edit a PivotTable, pivot fields in a PivotTable, create a PivotTable, use PivotTable tools, and edit field settings
- Use calculations in a PivotTable: use duplicate fields and multiple functions, set how field values are shown, insert a calculated field in a PivotTable, use the slicer tool, and refresh data in a PivotTable
- Create a PivotChart from a PivotTable; create a PivotChart from a data source

5. Create worksheets using graphic elements.

Potential Elements of Performance:
- Insert and format WordArt
- Use images in a header or footer
- Insert and format SmartArt graphics, including a SmartArt process diagram and SmartArt shape
- Create hyperlinks
- Create a watermark
- Work with shapes, clip art, and screenshots
- Save theme fonts and colours
- Create and delete themes
- Apply a ratings icon set
- Insert an en dash
- Create a pointer
- Copy and paste conditional formatting

6. Use templates and protect and unprotect worksheets, workbooks, and individual elements.

- Create a workbook from a sample template
- Use and edit a sample template
- Save a template
- Create a user template
- Delete a template

- Download and work with an online template
- Add data validation to a template
- Insert a footer and a comment in a template
- Change the locked property
- Set worksheet protection
- Add a custom property
- Protect the worksheet with a password
- Add workbook protection to a template

7. Share work.

- Create a shared workbook
- Set change history options
- Activate change highlighting
- Track and highlight changes
- Add comments in a shared workbook
- Display and print a history worksheet
- Customize the quick access toolbar
- Compare and merge workbooks
- Accept or reject changes
- Reset the user name and quick access toolbar
- Save a workbook to SkyDrive
- Edit a workbook in Excel web application
- Open a workbook from SkyDrive

III. TOPICS:

1. Expanding skills with functions and objects
2. Consolidating data and linking workbooks
3. Exploring data commands tools
4. Working with external data sources
5. Using data tables and pivot tables
6. Using templates
7. Sharing work

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Excel 2010 – A Lesson Approach – Complete. Kathleen Stewart.
McGraw-Hill
One manila file folder (letter size)
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 – Chapters 11, 12, 13, and 14 .... **50%**
Test #2 – Chapters 15, 17, and 18 .... **50%**

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

Grade	Definition	Grade Point Equivalent
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.

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 practise 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.

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:

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