

Sault College of Applied Arts & Technology

Sault Ste Marie, ON



Course Outline

Course Title: INTRODUCTION TO SPREADSHEETS

Course No.: COM128

Program: OFFICE ADMINISTRATION EXECUTIVE/LEGAL

Semester: Second (2)

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Approved: *Joseph C. Fuchter* January 3, 1998
Dean, School of Business & Hospitality Date

Total Credits: 3

Prerequisites: None

Length of Course: 3 HOURS/WEEK FOR 14 WEEKS

1. COURSE DESCRIPTION:

Basic spreadsheet concepts such as entering various types of data into a popular spreadsheet program, saving files, and entering formulas, functions and labels will be introduced. Students will then continue on to work with revising spreadsheets, printing reports, creating and using charts/graphs and macros as well as setting up a database.

2. SUMMARY OF LEARNING OUTCOMES:

- a. Enter information in standard spreadsheet format.
- b. Revise existing spreadsheets and cells
- c. Use formulas and functions efficiently
- d. Print reports
- e. Create and use charts and graphs
- f. Create and use macros
- g. Set up and work with a spreadsheet database

3. LEARNING OUTCOMES WITH ELEMENTS OF PERFORMANCE:

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

- a. **Enter information in standard spreadsheet format** (15% of course content)
 - i. Using a popular spreadsheet program
 - ii. Using the appropriate type of cell
 - iii. Changing numeric formats
 - iv. Changing fonts and borders
- b. **Revise existing spreadsheets and cells** (15% of course content)
 - i. Working with blocks
 - ii. Changing column widths
 - iii. Inserting/deleting columns and rows
 - iv. Using hidden columns
 - v. Working with multiple windows
 - vi. Moving/copying data and formulas
- c. **Use formulas and functions efficiently** (25% of course content)
 - i. Entering formulas
 - ii. Working with @functions

- d. Print reports (10% of course content)**
 - i. Using draft quality
 - ii. Using headers/footers
 - iii. Working with print preview
 - iv. To a binary file
 - v. Using specialized options such as excluding blocks, manual page breaks, other formats, cell contents, printing to fit

- e. Create and use charts and graphs (15% of course content)**
 - i. Changing graph types
 - ii. Enhancing the appearance
 - iii. Inserting graphs into a spreadsheet

- f. Create and use macros (10% of course content)**
 - i. Typing macros
 - ii. Recording macros
 - iii. Documenting macros
 - iv. Positioning macros within the spreadsheet
 - v. Debugging macros

- g. Set up and work with a spreadsheet database (10% of course content)**
 - i. Planning the database design
 - ii. Using the database Tools
 - iii. Sorting a database
 - iv. Searching a database

4. REQUIRED STUDENT RESOURCES:

SmartStart Quattro Pro6 for Windows Norman E. Sondak. Que Corporation, 1995. ISBN # 0-7897-0007-7

- At least five (5) 3.5" high density pre-formatted disks
- A hard plastic disk case
- Mouse Pad (optional but extremely desirable)
- File Folders

5. EVALUATION METHODS:

Mid-Term Reporting

- S Satisfactory Progress
- U Unsatisfactory Progress
- R Repeat (objectives have not been met)
- NR Grade not reported to Registrar's Office.

Final Grade Reporting

- A+ 90% - 100% Consistently Outstanding
- A 80% - 89% Outstanding Achievement
- B 70% - 79% Consistently Above Average
- C 60% - 69% Average
- R Below 60% Repeat - Objectives of this course have not been achieved and the course must be repeated.

ASSIGNMENTS:

For successful completion of the course, students must complete:

Assigned projects from the text in a timely, accurate manner	20%
Three in-class projects60%
One in-class written test	<u>20%</u>
TOTAL	100%

SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), are encouraged to discuss required accommodations with the professor and/or to contact the Special Needs Office, Room E1204, Ext. 493, 717, or 491 to arrange support services.

It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institutions.

There is no challenge exam in place for this course.

Assignments must be handed in on time to be eligible for full marks unless prior arrangements have been made with the professor. **Late assignments may be reviewed by the professor but receive a mark no higher than C.** Students are encouraged to keep backup copies of their disks as loss of/damage to disks will not be accepted as a reason for a late or incomplete assignment.

Students who engage in academic dishonesty as defined in the "Statement of Student Rights and Responsibilities" will receive a zero for that submission and/or such other penalty up to and including expulsion from the course as decided by the professor.

The professor reserves the right to modify the course as required.