

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

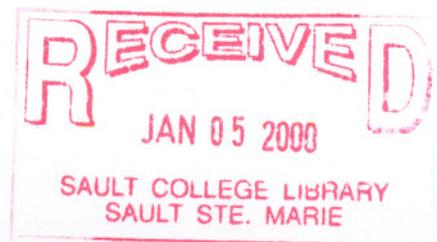
COURSE OUTLINE

Course Title: INTRODUCTION TO SPREADSHEETS
Code No.: COM128 SEMESTER: TWO
Program: OFFICE ADMINISTRATION
Author: SHEREE WRIGHT
Date: JANUARY 1999
Previous Outline Dated: JANUARY 1998

APPROVED: *[Signature]* for J. Fruchter
JOE FRUCHTER, DEAN, SCHOOL OF
BUSINESS & HOSPITALITY

December 24/98
DATE

TOTAL CREDITS: 3
PREREQUISITE: NONE
LENGTH OF COURSE: 14 WEEKS TOTAL CREDIT HOURS: 48



I. PHILOSOPHY/GOALS:

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/maps and macros, as well as setting up a database.

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:**A. Learning Outcomes:**

- ◆ Enter information in standard spreadsheet format.
- ◆ Revise existing spreadsheets and cells.
- ◆ Use formulas and functions efficiently.
- ◆ Print reports.
- ◆ Create and use charts, graphs, and maps.
- ◆ Create and use macros.
- ◆ Set up and work with a spreadsheet database.

B. Learning Outcomes with Elements of Performance:

Upon successful completion of this course, the student will be able to:

1. Enter information in standard spreadsheet format. (12% of course content)
 - a. Use a popular spreadsheet program.
 - b. Use the appropriate type of cell.
 - c. Change numeric formats.
 - d. Using the help feature.
 - e. Work with blocks.
 - f. Change column widths.
2. Use formulas and functions efficiently (28% of course content)
 - a. Enter formulas.
 - b. Work with @functions, including mathematical, statistical, financial, logical, and date and time functions.
 - c. Identify usage of absolute and relative cell addressing.



3. Format and revise spreadsheets and cells. *(8% of course content)*
 - a. Apply formatting features including the use of fonts, shading, borders, colour, and alignments.
 - b. Insert/delete columns and rows.
 - c. Move/copy data and formulas.
4. Create and use charts, graphs, and maps. *(11% of course content)*
 - a. Use and customize charts.
 - b. Enhance the appearance of graphs and maps.
 - c. Insert graphs and maps into a spreadsheet.
 - d. Use drawing tools.
5. Print reports. *(8% of course content)*
 - a. Use draft quality.
 - b. Use headers/footers.
 - c. Work with print preview.
 - d. Work with multiple windows.
 - e. Use specialized options such as manual page breaks, printing to fit, etc.
6. Utilize a number of productivity tools. *(8% of course content)*
 1. Group notebook pages.
 2. Extract data from spreadsheets.
 3. Link notebook pages.
 4. Consolidate data from multiple notebook pages.
7. Set up and work with a spreadsheet database *(17% of course content)*
 - a. Plan the database design.
 - b. Use the database tools.
 - c. Sort a database.
 - d. Search a database.
8. Create and use macros *(8% of course content)*
 - a. Type and record macros.
 - b. Position macros within the spreadsheet.

III. TOPICS TO BE COVERED:

- 1) Entering Data/Spreadsheet Creation
- 2) Entering Functions
- 3) Formatting Spreadsheets
- 4) Charting/Graphing
- 5) Printing Spreadsheets

- 6) Linking/Spreadsheet Productivity Tools
- 7) Working with Spreadsheet Databases
- 8) Macros

IV. REQUIRED STUDENT RESOURCES:

Students are required to purchase the following resource materials:

Textbooks:

Corel Quattro Pro 8, Level I - Courseware 2276, MasterTrak

Corel Quattro Pro 8, Level II - Courseware 2274, MasterTrak

Supplementary Workbook - Spreadsheets - Courseware 5405 - MasterTrak

Materials:

At least five (5) 3.5 high density preformatted 1.44 MB diskettes.

A hard plastic disk case.

Mouse Pad (optional)

File Folders

V. EVALUATION PROCESS/GRADING SYSTEM:

BREAKDOWN OF THE FINAL GRADE

Assignments 20%

Three Tests:

Test #1 25%

Test #2 30%

Test #3 25%

GUIDELINES RE GRADING

1. TESTS:

If a student is not able to write a test because of illness or a legitimate emergency, that student should contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). If this is not possible, student should contact the instructor before next class. In cases where the student has contacted the instructor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C" (60 percent). In

cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. **There will be no rewrites on tests/quizzes.**

2. **ASSIGNMENTS:**

One hundred (100) percent completion of all assignments is expected. Any class assignment submitted 1-3 days (holidays and weekends included) after the due date will be subject to a loss of 10 percent of the assignment value. No mark will be assigned after the third consecutive day the assignment is late.

GRADE/NUMERICAL EQUIVALENCIES:

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

MID-TERM REPORTING

- S** - Satisfactory Progress
- U** - Unsatisfactory Progress
- R** - Repeat (objectives have not been met)
- NR** - Grade not reported to Registrar's Office. This grade is issued to facilitate transcript production when faculty, because of extenuating circumstances, find it impossible to report grades by due dates.

VI. SPECIAL NOTES:

1. All students should be aware of the Special Needs Office in the College. If you have any special needs, such as being visually impaired, hearing disabled, physically disabled, or learning disabled, you are encouraged to discuss required accommodations confidentially with the professor and/or contact the Special Needs Office, Room E1204, so that support services can be arranged for you.
2. Your professor reserves the right to modify the course as deemed necessary to meet the needs of the students.
3. 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.

4. Students should refer to the definition of "academic dishonesty" in the "Statement of 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, as may be decided by the professor.
5. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the student.

