

COURSE NAME: OAD221 Advanced Spreadsheet Applications

Credit Value: 4
Total Course Hours: 56
Prerequisite Course(s): OAD116 or equivalent.
Corequisite Course(s): None

COURSE DESCRIPTION

This microcomputer course deals with one of the major microcomputer applications, the spreadsheet, at an advanced level. Its usefulness in office administration is confirmed.

LAND ACKNOWLEDGEMENT

Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation since time immemorial.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

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| 1.0 Advanced Formatting Techniques. | criteria. |
| 1.1 Create, apply, and modify conditional formatting rules and parameters. | 3.7 Group and ungroup data and create subtotals in groups of related data. |
| 1.2 Apply conditional formatting using icon sets, data bars, colour scales, and formulas. | 4.0 Summarizing and Consolidating Data. |
| 1.3 Create custom number formatting. | 4.1 Create formulas that reference cells in other worksheets or workbooks. |
| 1.4 Modify text using text functions. | 4.2 Use the Consolidate feature to summarize data from multiple worksheets in a master worksheet. |
| 1.5 Filter and sort a worksheet using AutoFilter, conditional formatting and cell attributes. | 4.3 Create, edit, and format a PivotTable. |
| 2.0 Advanced Functions and Formulas. | 4.4 Filter a PivotTable using Slicers and Timelines. |
| 2.1 Edit, rename, and delete named ranges. | 4.5 Create and format PivotCharts and Sparklines. |
| 2.2 Write formulas using advanced statistical lookup, financial, logical, math, and trigonometry functions. | 5.0 Using Data Analysis Features. |
| 3.0 Working with Tables and Data Features. | 5.1 Convert data arranged in columns to rows and vice versa. |
| 3.1 Create a table in a worksheet and insert new rows, columns, calculated columns, and a Total row. | 5.2 Perform a mathematical operation during a paste routine. |
| 3.2 Format a table using tables styles. | 5.3 Populate cells using Goal Seek. |
| 3.3 Sort and filter a table. | 5.4 Save and display various worksheet models using Scenario Manager and create a scenario summary report. |
| 3.4 Split the contents of a cell into separate columns. | 5.5 Create one-variable and two-variable data |
| 3.5 Remove duplicate records. | |
| 3.6 Restrict data entry by creating validation | |

tables.

5.6 Use auditing tools to view relationships between cells in formulas.

5.7 Identify error codes and troubleshoot formulas using formula auditing tools.

6.0 Protecting and Sharing Workbooks.

6.1 Add information and comments to a workbook's properties.

6.2 Share a workbook with others, track changes, and resolve conflicts.

6.3 Create a history of changes made to a shared workbook.

6.4 Protect cells within a worksheet to prevent changes.

6.5 Protect and unprotect the structure of a workbook.

7.0 Automating Repetitive Tasks and

Customizing Excel.

7.1 Record, run, and edit a macro.

7.2 Assign a macro to a keyboard shortcut.

7.3 Customize display options for Excel.

7.4 Customize the ribbon and Quick Access Toolbar.

7.5 Create and apply custom views and templates.

8.0 Importing, Exporting, and Distributing Data.

8.1 Import data from an Access table and text file.

8.2 Embed and link data to a Word document.

8.3 Copy and paste data to a PowerPoint presentation.

8.4 Scan and remove private or confidential information from a workbook.

8.5 Save an Excel workbook as a PDF or XPS file.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved program learning outcomes (PLO):

Office Administration

1. apply time management and organizational skills to facilitate the completion of tasks and to meet deadlines in the business, legal, and/or medical environment.
2. establish and maintain data management systems to organize electronic and paper records for the business, legal, and/or medical environment.
3. coordinate the organizing, processing, and responding to electronic and paper communications to facilitate the flow of information in the business, legal, and/or medical environment.
4. produce accurate financial and billing records for the business, legal, and/or medical environment within a specified time frame by compiling information and using appropriate software.
5. produce accurate business, legal, and/or medical correspondence and reports by a specific deadline using available computer technology as well as by applying recordings, editing, and language skills.
6. use effective interpersonal skills in the business, legal, and/or medical environment to assist the completion of individual and team tasks, to ensure effective client service, and to promote the image of the organization.
7. integrate the use of application software to create and produce accurate, organized documentation for business, the different areas of law and/or the medical environment within a specified period of time.
8. use the Internet and its tools in a business, legal, and/or medical environment to enhance communication and business opportunities.
9. demonstrate administrative skills to enhance the effective operation of the workplace.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
3. Execute mathematical operations accurately.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

N/A

COURSE EVALUATION

Evaluation Item	Weight
Chapter Practice Exercises and Assessments	40%
Tests and Final Exam	60%

COURSE PASS GRADE

50

GRADING SYSTEM

A+: 90-100%	B+: 77-79%	C+: 65-69%	D: 50-54%	S - Satisfactory
A: 85-89%	B: 73-76%	C: 60-64%	F: 0-49%	I - Incomplete
A-: 80-84%	B-: 70-72%	D+: 55-59%		F- Repeat Course, included in GPA
				FS- Failure Supplemental
				FR- Repeat course, excluded from GPA

*For a complete chart of grades and descriptions, please see the Grading Policy.

LEARNING RESOURCES

Course Textbooks:

Required:

Title: Levels 1 & 2 MS Excel Textbook
Author: Rutkosky, Roggenkamp, Rutkosky
Publisher: Paradigm
Edition: 2023
Print ISBN: 978-1-7924-7312-8
eBook ISBN:

Additional Learning Resources:

none

Please see the [Campus Bookstore](#) to verify the current textbook costs and your [program page](#) for additional program fees and/or learning material requirements (see the "Tuition Fees" and "What You Need" sections).

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

Technology requirements - <https://www.canadorecollege.ca/BYOD>

The Harris Learning Library's staff can help you find resources to support your learning - <https://www.canadorecollege.ca/harris-learning-library>.

LEARNING ACTIVITIES

Lectures, hands-on exercises and assessments, tests and exams.

DELIVERY MODE

This course may be delivered, in whole or in part, in a number of modalities, including In-Person, Remote (synchronous and/or asynchronous), hybrid, or Hyflex, as per accreditation and/or regulatory standards where appropriate. This information is identified on the course schedule (student and faculty).

RECORDING GUIDELINES

This class may be recorded by faculty of the College. Faculty will inform students when recording of the class commences and ceases. 'Recorded' means that the audio-visual and chat portions of the class will be recorded and then be stored on the College or vendor provider server. They will be made available to students, but only for the express and sole use of those registered in this course. If you have any questions or concerns about this recording, please contact your instructor or the College's privacy officer at privacy.officer@canadorecollege.ca. Full recording guidelines can be found at: <https://cdn.agilitycms.com/canadore-college/academic-centre-of-excellence/Canadore%20Recording%20Guidelines.pdf>. Recordings are to be managed (or removed) as per the

College's Recording Guidelines following the completion of the course.

ACADEMIC POLICIES

Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

Accessibility Learning Services for Students with Disabilities - Student Success Services

Student Success Services provides comprehensive support to students. We aim to ensure that all students have equal access to educational opportunities and can succeed in their academic journey. Our services focus on reducing and eliminating barriers related to education through individualized accommodations and support. If you are a student with a disability, we encourage you to register with Accessible Learning by completing the Student Success – Accessible Learning Services Form (https://canadorecollege-accommodate.symplicity.com/public_accommodation/).

For more detailed information about the services offered, please visit our webpage:

<https://isucceed.canadorecollege.ca/students>. To connect with Student Success Services email studentsuccessnow@canadorecollege.ca or call 705.474.7600 ext 5205.

FIRST PEOPLES' CENTRE:

A culturally supportive and comfortable environment where you can study, socialize, and access a wide range of resources and confidential student focused services.

- Counselling services
- Elders on Campus and Cultural Advisors
- Cultural and Spiritual Wellness
- Peer tutoring/Peer Mentorship
- wholistic support network
- Social events and workshops on study skills, self-care & life skills

Drop by our offices at C254 College Drive, W103 Commerce Court or Call 705-474-7600 Ext. 5961

<https://www.canadorecollege.ca/first-peoples-centre>

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.