



**School of Business & Information Technology**

Office Administration Department  
**Course Outline** – Term Winter 2013

**Course Code** ITS 1143

**Course Title** Information Technology Skills for Business II

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Prerequisite: NONE

Corequisite: NONE

Prerequisite for: NONE

One copy of this outline is provided to each registrant in the course. It should be kept secure and retained for possible future use. A charge will be levied for a replacement copy.

## 1. Course Description

Information Technology Skills for Business II is a beginner to intermediate spreadsheet course delivered in a hybrid format, designed to acquaint students with the proper procedures to create workbooks and worksheets suitable for coursework, professional purposes, and personal use. Students will explore a variety of tools available using Microsoft Office Excel 2010 to learn how to create and format a workbook, work with formulas, functions, charts, and graphics as well as be introduced to advanced formulas, functions, and how to manage multiple worksheets. This course includes a variety of textbook and online assignments all used to reinforce and evaluate the student's comprehension of the course content.

## 2. General Education and Essential Employability Skills

<b>This course provides the following provincial Essential Employability Skills:</b>	<b>This course has been approved as a General Education course in some programs in the following areas:</b>
#1: Communication #2: Numeracy #3: Critical Thinking and Problem Solving #4: Information Management #6: Personal	None

## 3. Learning Outcomes

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

1. Explain the purpose of a spreadsheet, how it is used in business and for personal use.
2. Define spreadsheet terminology, elements, and navigation techniques incorporating keyboard shortcuts to become proficient in all areas of spreadsheet software.
3. Demonstrate effective time management skills in order to complete assignments in a professional manner within an allotted time.
4. Apply basic features of spreadsheet software at an introductory level using such features as data entry, worksheet navigation, moving and copying techniques, entering basic functions such as AUTOSUM, formatting, applying themes, using relative and absolute cell references as well as charting financial data using a variety of methods.
5. Apply intermediate spreadsheet features such as tracking and managing data, creating, formatting, and maintaining tables, creating text, number and date criteria filters, managing multiple worksheets and workbooks, use advanced logical functions, and conditional formatting.
6. Revise, proofread and format worksheets to ensure correct data usage including structure, formula, formatting, and management of data.
7. Prepare accurate computer-generated business correspondence, reports and charts.

#### 4. Learning Objectives

		Learning Outcome Reference Number
<b>Tutorial 1</b>		
1.1.	Identify key components of the Excel window.	[1, 2, 3, 4, 6, 7]
1.2.	Key and edit text, numbers and dates into a workbook.	[1, 2, 3, 4, 6, 7]
1.3.	Demonstrate fundamental records management practices.	[1, 2, 3, 4, 6, 7]
1.4.	Demonstrate the ability to resize, insert and remove columns and rows.	[1, 2, 3, 4, 6, 7]
1.5.	Demonstrate the ability to scroll and navigate between worksheets.	[1, 2, 3, 4, 6, 7]
1.6.	Perform basic calculations on some data using a fundamental function such as Sum, apply arithmetic operators and identify functions available using the AutoSum feature.	[1, 2, 3, 4, 6, 7]
1.7.	Apply print and preview techniques to a workbook.	[1, 2, 3, 4, 6, 7]
1.8.	Perform essential editing functions such as select and move cell ranges, insert, delete, move and rename worksheets.	[1, 2, 3, 4, 6, 7]
1.9.	Demonstrate knowledge of essential editing tools such as find and replace, undo, redo and spelling/grammar.	[1, 2, 3, 4, 6, 7]
1.10.	Apply knowledge of key Excel terms used throughout the tutorial.	[2]
<b>Tutorial 2</b>		
2.1.	Identify methods to prepare well-formatted and professional workbooks.	[1, 2, 3, 4, 6, 7]
2.2.	Demonstrate the ability to create visually appealing and informative workbooks using a variety of formatting tools such as fonts, colours and background image.	[1, 2, 3, 4, 6, 7]
2.3.	Apply and edit built-in themes, cell and table styles to a workbook.	[1, 2, 3, 4, 6, 7]
2.4.	Apply conditional formatting techniques such as data bars and highlighting rules to format a workbook to better interpret, analyze and understand the data.	[1, 2, 3, 4, 6, 7]
2.5.	Create formulas to add, subtract, and divide values.	[1, 2, 3, 4, 6, 7]
2.6.	Apply supplementary formatting features to demonstrate setting page breaks, page titles, setting print areas, adjusting margins, using Format Painter and inserting headers and footers.	[1, 2, 3, 4, 6, 7]
2.7.	Apply knowledge of key Excel terms used throughout the tutorial.	[2]
<b>Tutorial 3</b>		
3.1.	Recognize relative and absolute cell references when copying formulas.	[1, 2, 3, 4, 6, 7]
3.2.	Construct effective formulas to demonstrate when to use relative, absolute and mixed cell references.	[1, 2, 3, 4, 6, 7]
3.3.	Explain syntax and categories of Excel functions.	[1, 2, 3, 4, 6, 7]
3.4.	Construct effective formulas to calculate average, minimum, maximum and counts values in a variety of worksheets.	[1, 2, 3, 4, 6, 7]
3.5.	Demonstrate the ability to use AutoFill to copy formulas and formatting to extend a series of numbers, text or dates.	[1, 2, 3, 4, 6, 7]

### **Tutorial 3 (Cont'd)**

- 3.6. Explain logical functions and provide examples of when to use them. [1, 2, 3, 4, 6, 7]
- 3.7. Apply logical functions such as "IF" to return different values based on conditions in a worksheet as well as enter a date function. [1, 2, 3, 4, 6, 7]
- 3.8. Apply the TODAY function to insert the date. [1, 2, 3, 4, 6, 7]
- 3.9. Explain financial functions for loans and investments. [1, 2, 3, 4, 6, 7]
- 3.10. Construct a PMT (payment required each period on a loan or investment) function to calculate monthly payments to repay a loan within a set interval of time. [1, 2, 3, 4, 6, 7]
- 3.11. Apply knowledge of key Excel terms used throughout the tutorial. [2]

### **Tutorial 4**

- 4.1. Explain categories of Excel chart types. [1, 2, 3, 4, 6, 7]
- 4.2. Explain the different parts of a chart and the relationship between charts and data sources. [1, 2, 3, 4, 6, 7]
- 4.3. Explain when data is best depicted in a chart as opposed to a table. [1, 2, 3, 4, 6, 7]
- 4.4. Construct a variety of chart types such as pie, column, line and a combination of both line and column. [1, 2, 3, 4, 6, 7]
- 4.5. Apply formatting techniques to edit chart elements, such as the legend, title, axes, gridlines, data series and colours. [1, 2, 3, 4, 6, 7]
- 4.6. Demonstrate knowledge of tick marks and scale values. [1, 2, 3, 4, 6, 7]
- 4.7. Construct and format sparklines and databars. [1, 2, 3, 4, 6, 7]
- 4.8. Apply knowledge of key Excel terms used throughout the tutorial. [2]

### **Tutorial 5**

- 5.1. Explain common uses of a worksheet and the importance of planning and structure to determine how the data will be used. [1, 2, 3, 5, 6, 7]
- 5.2. Demonstrate the ability to freeze columns and rows to scroll through data. [1, 2, 3, 5, 6, 7]
- 5.3. Explain the purpose of an Excel table and its role with other data. [1, 2, 3, 5, 6, 7]
- 5.4. Plan and create an Excel table. [1, 2, 3, 5, 6, 7]
- 5.5. Demonstrate editing techniques such as renaming, adding, deleting and sorting data in a table. [1, 2, 3, 5, 6, 7]
- 5.6. Demonstrate the ability to apply a filter to display only data that meets certain criteria in a table. [1, 2, 3, 5, 6, 7]
- 5.7. Demonstrate the ability to apply a total row to display detailed rows with summary results from a filtered table. [1, 2, 3, 5, 6, 7]
- 5.8. Create, modify, filter and sort a PivotTable. [1, 2, 3, 4, 6, 7]
- 5.9. Apply knowledge of key Excel terms used throughout the tutorial. [2]

## **Tutorial 6**

- 6.1. Demonstrate the ability to format and edit multiple worksheets at once. [1, 2, 3, 5, 6, 7]
- 6.2. Demonstrate the ability to reference cells and ranges in other worksheets. [1, 2, 3, 5, 6, 7]
- 6.3. Demonstrate the ability to consolidate information in multiple worksheets using 3-D references. [1, 2, 3, 5, 6, 7]
- 6.4. Set up grouped worksheets for printing and linked workbooks using external resources. [1, 2, 3, 5, 6, 7]
- 6.5. Explain the purpose of a workspace in an Excel file. [1, 2, 3, 5, 6, 7]
- 6.6. Create a workspace file and be able to explain the advantages of using workspace files when you need to work with multiple workbooks that are related to one project or goal. [1, 2, 3, 5, 6, 7]
- 6.7. Explain the purpose of inserting a hyperlink directly in a workbook file. [1, 2, 3, 5, 6, 7]
- 6.8. Demonstrate the ability to insert and edit a hyperlink in a workbook file. [1, 2, 3, 5, 6, 7]
- 6.9. Explain the purpose and advantages of creating and using templates. [1, 2, 3, 5, 6, 7]
- 6.10. Demonstrate the ability to create a custom template from an existing worksheet and convert a worksheet into a Web page. [1, 2, 3, 5, 6, 7]
- 6.11. Apply knowledge of key Excel terms used throughout the tutorial. [2]

## **Tutorial 7**

- 7.1. Construct effective formulas to use the IF, AND, OR functions, as well as nesting the IF function. [1, 2, 3, 5, 6, 7]
- 7.2. Create formulas to summarize data using the COUNTIF, SUMIF, and AVERAGEIF functions. [1, 2, 3, 5, 6, 7]
- 7.3. Use LookUp tables and functions. [1, 2, 3, 5, 6, 7]

## **Tutorial 8**

- 8.1. Apply protection to a worksheet and workbook. [1, 2, 3, 6, 7]
- 8.2. Create, edit and delete comments. [1, 2, 3, 6, 7]

## **5. Resources and Supplies**

### **a. Required**

New Perspectives on Microsoft® Excel® 2010, Introductory, 1st Edition. Authors: Parsons, Oja, Ageloff and Carey.

SAM 2010 Assessment, Training, and Projects v2.0 Printed Access Card, 1st Edition

USB Storage Device(s)

### **b. Supplemental**

None.

## 6. Methodology

This is a **HYBRID** course with two weekly components:

1. **Class Lab:** Students are expected to attend class on campus once a week for 2 combined 50-minute periods as noted on student timetable, according to their assigned section. The mandatory class lab is for face-to-face interaction, lectures and for testing, as well as in-class assignments as noted on the course schedule. Attendance is required.
2. **Online Activities:** The remaining one 50-minute period is scheduled during Open Lab, from 12:30 to 4:00pm on Tuesdays, Wednesdays and Thursdays in Lab D107 for students to complete SAM assignments and the project with assistance from the ITS Administrator and ITS Lab Technician.

Students are expected to visit the course websites (LION) and (SAM) at least four times a week depending on assignment load. On LION, students will find, faculty contact information, Open Lab hours, course schedule; noting due dates for in-class textbook tutorial assignments, SAM assignments, project, tests, course outline, PowerPoint presentations providing weekly overview, supplementary PowerPoint presentations that breaks down every chapter into manageable parts to be used to expand on topics covered in-class and those extras not covered in the course curriculum; however, available for students for future assignments in future courses. On SAM; students will find tests (password protected), assignments and a project all of which are required to be completed using SAM. Online activities are planned for and will occur (at either a fixed time; scheduled by the professor, or at the option of the student), whereby paying careful attention to dates and submission deadlines provided by the professor are essential.

In this hybrid format, 2/3 of the time is lecture and lab hours scheduled in the computer lab, whereby the other 1/3 is spent working with the professor's online materials and assigned textbook in order to complete all assignments. Some additional LION features such as threaded Dropbox as well as word processing, spreadsheet and email functions, including attachments may be used. Additional time may be necessary in order to complete the course materials.

## 7. Student Evaluation

A grade of D is the passing grade for this course. Some programs, however, may require a higher grade in order to progress through and graduate from the program. Students should check the program requirements for their particular program. For further clarification, the student may consult with the Program Coordinator or Dean.

The following elements will determine the student's final grade:

### **Conventional portion:**

Tutorial files submitted in LION using	12% (Textbook)
Dropbox (6 total, in-class completion required)	

### **Online/hybrid portion:**

*Practical Tests (3 Equally weighted) (in-class completion required)	60% (SAM)
*SAM Assignments (6 equally weighted)	18% (SAM)
*Project (1)	10% (SAM)

***TOTAL: 100%***

**NOTE:** Tests are scheduled during Class Meeting times and may include offline components  
***Refer to the ITS 1143 Schedule handed out in class and available on LION.***

## 7. Student Evaluation (Cont'd)

It is considered a vital part of the learning process that deadlines are met and evaluations are completed. Adequate notice will be given by the Professor for evaluations and if a student is not present the mark will be recorded as zero.

The Professor may make an exception and allow the evaluation to be submitted at a time other than the scheduled time provided that:

1. Prior notice is given by the student to the Professor via e-mail or telephone call.
2. Acceptable documentation of the extenuating circumstances is provided on request.
3. The Professor has agreed in advance that the student will not be present at the scheduled time.

All **major components** of the course as described in the course outline must be completed in order to obtain a final grade. If extenuating circumstances allow for a major component to be handed in late, 10% per day will be deducted for each day it is late. The following are considered **major components**:

- \* Practical Tests (3) (SAM)
- \* SAM Assignments (6) (SAM)
- \* Project (1) (SAM)

### **Testing Policy (Lambton College)**

During testing time, no applications or documents should be opened except for what is directly required for the test. Failure to comply with these restrictions will result in a cheating offence being filed against the student. No electronic devices of any sort will be permitted unless previously discussed or approved by the professor. This includes, iPods, iPhones, BlackBerrys, PDAs, cell phones, email, messaging, Facebook etc. Games or instant messaging is prohibited on any college computer.

The round off mathematical principle will be used. Percentages are converted to letter grades and grade points as follows:

<b><u>Mark (%)</u></b>	<b><u>Grade</u></b>	<b><u>Grade Point</u></b>	<b><u>Mark (%)</u></b>	<b><u>Grade</u></b>	<b><u>Grade Point</u></b>
86-100	A	4.0	67-69	C+	2.3
80-85	A-	3.7	63-66	C	2.0
77-79	B+	3.3	60-62	C-	1.7
73-76	B	3.0	50-59	D	1.0
70-72	B-	2.7	0 -49	F	0.0

## 8. Related Items

### **Students with Disabilities**

If a student has a disability, please identify personal needs to the professor and/or the Accessibility Centre so that support services can be arranged. This can be done by making an appointment, Room L103 ext.3427 or by arranging a personal interview with the professor.

### **Student Rights and Responsibility Policy**

Acceptable behaviour in class is established by the instructor and the Code of Conduct. These policies are expected to be followed by all students. Any form of harassment or violence will not be tolerated. Action will be taken as outlined in Lambton College policy.

## **8. Related Items (Cont'd)**

Cheating and plagiarism are serious academic offences subject to disciplinary action. It is the student's responsibility to be aware of the cheating policy as described in the Lambton College Student Rights and Responsibilities policy. For further information on all of these policies, links may be found on the Lambton College website.

### **Prior Learning Assessment RecognitionStatement**

This course is eligible for Prior Learning Assessment

☒ Yes

☐ No

If yes has been selected, contact the Counselling Department for advice on Prior Learning Assessment.

### **Date of Withdrawal without Academic Penalty**

Please consult the Academic Regulations and Registrar's published dates.

### **Waiver of Responsibility**

Every attempt has been made to ensure the accuracy of this information as of the date of publication. The content may be modified, without notice, as deemed appropriate by the College.

**Note: It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.**