



v c c . c a

COMP 0832: Introduction to Spreadsheets

EFFECTIVE DATE

January 2017

DEPARTMENT

College & Career Access

DESCRIPTION

This course covers the basic skills needed to produce reports that involve numbers and calculations. Students learn how to enter and edit text and numeric data; enter calculating formulas and statistical functions; format numbers and text to produce clear, accurate and attractive printouts, and create simple charts to show relationships between numeric data.

CREDITS

0.0

YEAR OF STUDY

ABE Advanced Level(Grade11)

PREREQUISITES

Introduction to Windows (COMP 0735) or equivalent Grade 9 English or equivalent (English 041, CLB 6, or ESL Upper Advanced)

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Describe the purpose and layout of a spreadsheet application.
- Select cells.
- Enter and edit data.
- Perform calculations.
- Format cells.
- Copy and move cell contents.
- Use functions in formulas.
- Print a worksheet.

- Create simple charts.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 96

Other: 96

INSTRUCTIONAL STRATEGIES

Self-paced. Classroom instruction. Moodle.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

S

EVALUATION PLAN

| Type | Percentage | Assessment activity |
|-------------|------------|---------------------|
| Assignments | 30 | |
| Project | 35 | |
| Final Exam | 35 | |

COURSE TOPICS

- Purpose and layout of spreadsheet application
- Select cells
- Enter and edit data
- Perform calculations
- Format cells
- Copy and move cell contents
- Use functions in formulas
- Print a worksheet
- Create simple charts

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

1155 East Broadway
Vancouver, B.C. Canada
V5T 4V5

Downtown campus

250 West Pender Street
Vancouver, B.C. Canada
V6B 1S9

Annacis Island campus

1608 Cliveden Avenue
Delta, B.C. Canada
V3M 6P1

604.871.7000

VCC.ca

Generated at: 7:24 am on Apr. 10, 2021