



COMP 0984: Spreadsheet Management 12

EFFECTIVE DATE

January 2017

DEPARTMENT

College & Career Access

DESCRIPTION

This course provides students with the knowledge and skills needed to use advanced spreadsheet data entry and formatting techniques. Students apply statistical, financial and decision-making functions, cell protection and data validation. Students create macros to automate worksheet management. Completion of 2 of the following courses is required for completion of ABE Provincial Level Computer Studies: COMP 0982, COMP 0984, COMP 0985. COMP 0982, 0984 and 0985 may be taken in any order.

CREDITS

4.0

YEAR OF STUDY

ABE Provincial Level(Grade12)

PREREQUISITES

Grade 10 English or equivalent

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Students will meet the learning outcomes for ABE Provincial Level Computer Studies (Spreadsheet Management) as stated in the most recent ABE Articulation Handbook.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 96

Other: 96

INSTRUCTIONAL STRATEGIES

Self-paced - one-to-one individualized instruction

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

D

EVALUATION PLAN

Type	Percentage	Assessment activity
Project	10	Formulas, functions, charts
Project	10	Manage and analyze data
Exam	20	Functions, formatting, charts
Exam	20	Styles, If, vlookup
Exam	20	Solver, validation, protection
Exam	20	Database functions, data & Pivot tables, macros

COURSE TOPICS

- Advanced data entry techniques. Worksheet functions and formulas. Advanced charts .
- Reports.
- Data analysis.
- Macros.
- Customized spreadsheets.

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

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Downtown campus

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