



McCreary School  
2023/2024

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## Data Collection & Analysis (35S)

### COURSE INFORMATION

Course Code: 0254  
Value Credit: 0.5  
Duration: Semester 1  
Schedule: Days 1, 3, & 5  
Time: 2:18pm – 3:30pm  
Classroom: Room 8  
Prerequisites: None

### SUPPLIES

- 3-Ring Binder
- Loose Leaf / Coiled Notebook
- Pencil & Eraser
- Pens & Highlighter
- Computer (Schools)

### COURSE DESCRIPTION

The purpose of the course is to provide students with the skills and knowledge to collect, organize, manipulate, and analyze data to solve problems using spreadsheets.

### COURSE GOALS

- Recognize whether or not the data we are reading is true.
- Understand how to collect data and apply it in a useful and effective way.
- Become familiar with how to create content in Microsoft Excel.
- Learn how to edit the work we have created in the spreadsheet.
- Publish our spreadsheet information.

### YEARLY PLAN SUMMARY (TENTATIVE)

Topic	Days to Cover	Dates
Course Outline / Welcome	1	Sept 6 <sup>th</sup>
Analyze data for accuracy, currency, credibility, validity, reliability, objectivity, fairness, and relevance.	3	Sept 8 <sup>th</sup> – Sept 14 <sup>th</sup>
Analyze whether information from media sources has been manipulated. (Examples: bogus information, graphs showing only selected data...).	4	Sept 18 <sup>th</sup> – Sept 26 <sup>th</sup>
Create worksheets by entering and importing data.	4	Sept 28 <sup>th</sup> - Oct 11 <sup>th</sup>

Create formulas, including: <ul style="list-style-type: none"> <li>• Cell references (Examples: relative, absolute, mixed...)</li> <li>• Mathematical expressions</li> <li>• Functions (Examples: financial, logical, statistical...)</li> </ul>	5	Oct 13 <sup>th</sup> – 26 <sup>th</sup>
Sort Data.	2	Oct 30 <sup>th</sup> – Nov 1 <sup>st</sup>
Create, modify, and publish charts.	5	Nov 3 <sup>rd</sup> – 15 <sup>th</sup>
Automate repetitive tasks by using software tools. (Examples: macros, templates...).	4	Nov 17 <sup>th</sup> – 28 <sup>th</sup>
Link multiple worksheets and multiple spreadsheet documents.	2	Nov 30 <sup>th</sup> – Dec 4 <sup>th</sup>
Improve the readability of a worksheet. (Examples: layout, format, labels, borders, hiding cells...).	5	Dec 6 <sup>th</sup> – 18 <sup>th</sup>
Validate and protect data in a spreadsheet.	5	Dec 20 <sup>th</sup> – Jan 15 <sup>th</sup>
Publish information from a spreadsheet. (Examples: print, web, link, export to other applications...)	2	Jan 17 <sup>th</sup> – 19 <sup>th</sup>
<b>FINAL PROJECT</b>	4	Jan 23 <sup>rd</sup> – 31 <sup>st</sup>

### ACADEMIC ASSESSMENT

Assessment will be based on a variety of activities that cater to the various learning styles of students. Individual and group projects / presentations, class discussion, tests, quizzes, assignments, daily work, and any other assigned activities will be part of the evaluation of the course. Both peer and self-assessment will be used on a number of assignments throughout the year.

For each task, you will be given a set of evaluation guidelines in order to help you put forth your best work. It is your responsibility to examine the guidelines & assignment criteria in advance to ensure you have the opportunity to ask any/all questions. Remember, if you need clarification on an assignment, please do not hesitate to ask!

Assessment will be ongoing and the work in this course will reflect the cumulative compilation of each of the topics covered. As per section 4.3 the Manitoba Provincial Report Card Policy and Guidelines Evaluation document, a percentage scale is used to report overall subject grades.

*Course Work* ..... 70%  
*Final Project* ..... 30%

## BEHAVIOURAL ASSESSMENT

Students will receive a letter grade on their report cards for the following:

- *Personal Management*: Uses class time effectively; works independently; completes homework and assignments on time.
- *Active Participation in Learning*: Participates in class activities; sets learning goals.
- *Social Responsibility*: Works well with others; resolves conflicts appropriately; respects self, others and environment; contributes in a positive way.

## RULES AND EXPECTATIONS

Homework: You won't have homework every night, but when it is assigned, it is expected to be completed on time. Homework checks are done regularly to assess whether you (the student) have *tried* each portion of the assignment.

Absent: If you are absent, please connect with me to find out what you missed. You are also responsible for making up all missed work. If you have an excused absence on the day of a test, please make arrangements to write it when you return.

Extra Help: Extra help will always be available when you need it. I am generally available before and after school, as well as at lunch hour. Please make arrangements with me if this is something you are needing.

Technology in the Classroom: Cellular devices and any other technology must be put away during class time. There may be times where occasional use is permitted, however, this will be up to teacher discretion. Improper use may result in a loss of certain privileges.

Academic Dishonesty: Academic dishonesty, including, but not limited to inappropriate collaboration, plagiarism, and cheating is a severe offence and will be dealt with according to the policy outlined in the school handbook.

Late Policy: Incomplete work and late assignments may be deducted in marks, as per McCreary School's late policy, developed in accordance with the Provincial Assessment Policy.