

COURSE SYLLABUS

Course Title:	Spreadsheet Applications		Date submitted:	Spring 2014 (AAC: 14-28)
Department:	Business and Technology			
Curriculum:	Computer Information Systems			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	CSA*135	Prerequisites:	
	Course Type:	X	None	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type:	G		
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science			
	Credit Hours:	3	Corequisites:	
	Developmental: (yes/no)	No	None	
	Contact Hours:	Lecture/Lab: 3 Clinical: 0 Lab: 0 Studio: 0 Other: 0 TOTAL:		
	Class Maximum:	22	Other Requirements:	
	Semesters Offered:	F/S/Su	None	
Catalog Course Description:	Introduces students to the features and functionality of Microsoft Excel. This course is ideal for beginner students and takes students to an advanced level of proficiency. Students begin by creating basic worksheets and using built in functions and formulas. Students will learn to create a chart and use advanced charting options, work with lists and tables and learn to use web queries. Students will be introduced to analytical features of Excel, macros and VBA.			
Topical Outline: List course content in outline format.	<ol style="list-style-type: none"> 1. Introduction to Excel 2. Creating a Basic Worksheet 3. Moving and Copying Data 4. Navigating through Worksheets and a Workbook 5. Modifying Worksheets 6. Using Formulas & basic Functions 7. Formatting Data 8. Creating Charts, Embedded Chars, Modifying Charts & Formatting a Chart 9. Advanced charting Options 			

	<ol style="list-style-type: none"> 10. Working with multiple worksheets and workbooks efficiently 11. Using Auto-Formats, Graphic Objects, Working with styles, Themes, background & watermark. 12. Working with List and Tables 13. Database functions within Excel, DataForm 14. Saving workbooks as a WebPages and as a PDF file, Inserting and editing hyperlinks 15. Advanced Formula & Functions 16. Analytical features of Excel 17. File Linking & File Sharing 18. Worksheet Auditing & Protection, Merging and Workbook templates 19. Working with web Queries 20. Pivot Tables & Pivot Charts 21. Importing & Exporting Data 22. Macros and VBA
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following: COURSE:</p> <ol style="list-style-type: none"> 1. create, modify, and save a spreadsheet 2. use formulas and functions to manipulate data as needed to solve a particular problem 3. create charts with advanced formatting features using Auto Format 4. use Excel as basic database functions 5. create templates to customize spreadsheets 6. use analytical tools to solve complex business problems 7. create macros and work with VBA 8. consolidate worksheets <hr/> <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <hr/> <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>7. Quantitative Reasoning -Students will learn to recognize, understand, and use the quantitative elements they encounter in various aspects of their lives. Students will develop a habit of mind that uses quantitative skills to solve problems and make informed decisions.</p> <p>Demonstrates: Interprets numerical information and applies sufficient laws of logic and mathematics to solve problems using numbers, symbols, graphs and/or descriptions.</p> <p>Does Not Demonstrate: Misinterprets numerical information or insufficiently applies laws of logic and mathematics to solve problems using numbers, symbols, graphs and/or descriptions.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. students will create spreadsheets to demonstrate basic and advanced skills. 2. written examinations to demonstrate an understanding of terminology, concepts and skills
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to</p>	<p>Required: Computer Lab</p>

teach this course.	
Recommended Textbook(s)	Textbook: Refer to current academic year printout