NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Spreadsheet Applications   **Course #:** CSA* C135

Course Description:

This course will introduce the student to the detailed development of the functions and applications of spreadsheet application software. The electronic spreadsheet, business graphics, data manager aspects will be explored using the commands of Microsoft Excel. Upon completion of the basic fundamentals of functions and commands, programming macros will be introduced, allowing the student to take full advantage of the power of spreadsheet software.

This course is 3 semester hours and is delivered completely online through Blackboard. You need to have the required textbook, a personal computer or laptop with Excel 2016 or 2013, reliable internet access, and **a backup plan**.

Pre-requisite/Co-requisite: CSA* C105 or equivalent

Goals:

- To provide the fundamentals of the concepts, commands and syntax of spreadsheet application packages and preparation of spreadsheets for data analysis.

- To understand and appreciate the capabilities of spreadsheet applications and, therefore, to use Excel to design, create, modify and print a worksheet, database, graph or chart.

Outcomes:

By the end of the semester the student should be able to:

1. Create and edit spreadsheets with varying complexity.
2. Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
3. Organize, analyze, and present spreadsheet data in meaningful formats such as data lists, charts, pivot tables, etc.
4. Demonstrate an understanding of the most commonly-used data types, formulas, and functions used in spreadsheet applications.
5. Use advanced functions such as IF, PMT, and LOOKUP, among others.
6. Create appropriate charts and tables as visual communication devices to present numeric data and data analysis.
7. Analyze numerical data and perform what-if analysis to make informed decisions.