

SYLLABUS

DIVISION: Business and Engineering Technology

CURRICULA IN WHICH COURSE IS TAUGHT:

COURSE NUMBER AND TITLE:

CREDIT HOURS: 3 HOURS

REVISED: Spring 2014

IST Information Systems Technology

ITE 140 – Spreadsheet Software

CONTACT HOURS: 3. LEC: 3, LAB:

I. CATALOG DESCRIPTION: Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts and macros. Topics will include typing and editing text in a cell, enter data on multiple worksheets, work with formulas and functions, create charts, pivot tables, and styles, insert headers and footers and filter data. The course covers MOS Excel objectives.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES: ITE 140 will address the following IST program outcomes:

- Implement Information Technology skills required by software applications.
- Apply methodologies to stay current in IT offerings, trends, and certifications.
- Apply current IT industry standards, protocols, and techniques.
- Use instructional applications and material which could lead to industry certifications.

III. REQUIRED BACKGROUND: Prerequisites are ITE 115 (Introduction to Computer Applications and Concepts.) And if Developmental studies are needed, MTE 3 and ENF 2.

IV. COURSE CONTENT:

- Working with cells and cell data
- Managing workbooks
- Formatting and printing worksheets/workbooks
- Modifying data
- Creating and revising formulas
- Workbook collaboration

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE.

X Communication

 Cultural and Social Understanding

 Personal Development

X Scientific Reasoning

 Critical Thinking

X Information Literacy

X Quantitative Reasoning

VI. LEARNER OUTCOMES	VII. EVALUATION
Working with cells and cell data <ul style="list-style-type: none"> • Insert, delete and move cells • Enter and edit cell data including text, numbers and formulas • Check spelling • Find and replace data and formatting • Work with a subset of data by filtering lists 	Lab exercises Execute spell check feature Project: Use find and replace to correct cell entries Filter location for specific city
Managing Workbooks <ul style="list-style-type: none"> • Manage workbook files and folders • Create workbooks using templates • Save workbooks using different names and file formats 	Lab exercises Project: Create and name 4 workbooks for 4 quarters of the year based on specific templates with artwork inserted.
Formatting and Printing Worksheets <ul style="list-style-type: none"> • Apply and modify cell formats • Modify row and column settings • Modify row and column formats • Apply themes and cell styles • Use automated tools for format worksheets • Modify Page Setup options for worksheets • Preview and print worksheets and workbooks 	Lab exercises Display 4 themes to a worksheet Project: Apply a specific style to appropriate cells Change margins in page setup
Modifying Workbooks <ul style="list-style-type: none"> • Insert and delete worksheets • Modify worksheet names and positions • Use 3-D references 	Lab exercises Insert a worksheet Project: Copy cells from 2 worksheets to a single worksheet
Creating and Revising Formulas <ul style="list-style-type: none"> • Create and revise formulas • Use statistical, date and time, financial and logical functions in formulas 	Lab exercises Project: Find average, max, and min Add function to show current date Subset data via logical functions
Creating and Modifying Graphics <ul style="list-style-type: none"> • Create, modify, position and print charts • Create, modify and position graphics 	Lab exercises Project: Create pie chart of a total Create column chart of items
Workgroup Collaboration <ul style="list-style-type: none"> • Convert worksheets into Web pages • Create hyperlinks • View and edit comments 	Lab exercises Project: Save workbook as a webpage, implement links and hyperlinks

Revised Jul 17, 2014