<center>**STANDARDIZED COURSE OUTLINE**</center>

<u>**SECTION I**</u>

SUBJECT AREA AND COURSE NUMBER: CSA 135
COURSE TITLE: Spreadsheet Applications
COURSE CATALOG DESCRIPTION:
In this course, the student is thoroughly exposed to spreadsheet concepts and applications and will study an important software spreadsheet package, such as Microsoft Excel, to solve a wide range of personal, educational, and business applications in such diverse areas as taxes, budgeting, record keeping, finance, accounting, personnel, and sales. *Formerly listed as CIS 122, not open to students who have successfully completed CIS 122.*

LECTURE HOURS PER WEEK: 3   **CREDIT HOURS:** 3
LAB HOURS PER WEEK (if applicable): n/a
PREREQUISITE(S): n/a

<u>**SECTION II**</u>

A. SCOPE:
   This course focuses on comprehensive spreadsheet application skills using Excel 2003 with an overview of other commercially available spreadsheet software. Students will develop skills that are appropriate for entry-level employment in the area of spreadsheet development and manipulation. Topics include formatting, charts, graphics, worksheet enhancement, advanced formulas and functions, data importing and exporting, web tool implementation, and basic VBA incorporation.

B. REQUIRED WORK:
   Will vary by instructor. Students will be expected to do all required readings, assignments, tests, and quizzes as outlined by their instructor.

C. ATTENDANCE AND PARTICIPATION:
   Regular attendance, assignment submission timeliness, promptness and class/lab participation will be expected. Instructors will include specific attendance and participation policies requirements in their class syllabi.

D. METHODS OF INSTRUCTION:
   Methods may include any of the following: lecture, lecture/discussion, small group, collaborative learning, experimental/exploration, distance learning, student presentations, computer demonstrations, or use of technologies such as audio-visual materials, and computer laboratory equipment. Emphasis will be on hands-on computer exercises and problems.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT
   Students' grades will be based on achievement of learning the objectives and outcomes listed below as measured by the instructor's methods of assessment:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
Basic skills using spreadsheet software	a) Create, save, open, close, and print workbooks and worksheets b) Insert, cut, copy, paste, delete, and edit text c) Format spreadsheets using fonts, colors, sizes, column and row spacing, cell alignments, etc. d) Insert and manipulate formulas, functions, charts, and graphics	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Advanced formula and function skills	a) Create and edit advanced calculations using multi-sheet calculations, what-if analysis calculations, goal seek tools, and complex problem solving tools	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Advanced worksheet enhancement skills	a) Use advanced features including lists, borders, headers, footers, and web integration tools b) Create professional-quality Excel spreadsheets for budgets, inventory lists, payroll worksheets, and other financial data sheets	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations
Basic skills using Visual Basic for Applications (VBA)	a) Use basic VBA programming to enhance spreadsheet functions and features b) Use VBA to develop basic Excel application elements	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • Projects and Presentations

F. TEXT(S) AND MATERIALS:

An appropriate spreadsheet application text, such as:

Text: *Microsoft Excel 2003: Comprehensive (current edition)*

Author:

Publisher: Course Technology

G. INFORMATION TECHNOLOGY:

This course is an information technology course and will require extensive computer lab time both for teaching and performing assignments. Students will require network accounts with access to Windows XP and Microsoft Excel as well as file storage space.