

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
CIT 232S SPREADSHEETS
3 CREDIT HOURS

COURSE DESCRIPTION

This course is a comprehensive study of Windows-based microcomputer spreadsheets using one or more Windows-based spreadsheet software packages. The emphasis is on the creation, modification, linking and printing of business reports. Topics include spreadsheet databases, functions and formulas, macro programming and spreadsheet graphs. Prerequisite: CIT 100S or CIT 110S. Lab fee.

COURSE GOALS

The student should be able to

1. Understand common spreadsheet terms and the concepts of spreadsheet structure, labels and values, and productivity commands.
2. Understand, create and format spreadsheets and templates for simple problem solving.
3. Understand and apply techniques to manage and use large worksheets.
4. Understand and create graphs from spreadsheet data.
5. Understand, create and use databases within the spreadsheet structure.
6. Understand, write and use macro programs within the spreadsheet structure.
7. Understand and use advanced decision making features.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Fundamentals of Spreadsheet Software
2. Creating Basic Worksheets
3. Enhancing and Using Worksheets
4. Creating Charts
5. Large Spreadsheet Management
6. Using Multiple Worksheets and Workbooks
7. Using Spreadsheet Database Components
8. Macro Programming
9. Making Effective Business decisions and solutions using What-If Analysis, Scenario, and Solver features
10. Integration of Excel with Word, Access, and other Spreadsheets.