

Introduction to Spreadsheets (ITSW 1304) Online



Credit: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:
<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

Course Description

Instruction in the concepts, procedures, and application of electronic spreadsheets. *This course is time-bound, structured, and completed totally online.*

Required Textbook and Materials

Microsoft Excel 2013: Comprehensive, Shelly Cashman Series, by Freud/Jones/Starks, Cengage Learning Publishers, ISBN 13: 9781285168432

Course Objectives

Upon completion of this course, the student will be able to:

1. Define spreadsheet terminology and concepts.
2. Create formulas and functions, use formatting features.
3. Generate charts, graphs, and reports.

Course Outline

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| <p>A. Office 2013 and Windows 8: Essential Concepts and Skills, Office 365 Essential</p> <p>B. Creating a Worksheet and a Chart</p> <ol style="list-style-type: none">1. Introduction2. Entering Text/Numbers3. Calculating Sum4. Formatting Worksheet <p>C. Formulas, Functions, and Formatting</p> <ol style="list-style-type: none">1. Entering Formulas2. Using Average, Max, and Min Functions3. Formatting the Worksheet4. Preparing to Print the Worksheet <p>D. Working with Large Worksheets, Charting, and What- If Analysis</p> <ol style="list-style-type: none">1. Rotating Text and Using the Fill Handle to Create a Series2. Absolute versus Relative Addressing3. Making Decisions- The IF Function4. What-If Analysis <p>E. Financial Functions, Data Tables, and Amortization Schedules</p> | <ol style="list-style-type: none">1. Creating Cell Names2. Using a Data Table to Analyze Worksheet Data3. Creating Amortization Schedule4. Printing Section of the Worksheet <p>F. Working with Multiple Worksheets and Workbooks</p> <ol style="list-style-type: none">1. Creating the Consolidated Worksheet2. Formatting the Consolidated Worksheet3. Working with Multiple Worksheets4. Adding Header and Footer, Changing the Margins, and Printing the Workbook <p>G. Creating, Sorting, and Querying a Table</p> <ol style="list-style-type: none">1. Adding Calculated Fields to the Table2. Using a Lookup Table3. Sorting a Table4. Using Criteria and Extract Ranges <p>H. Creating Templates, Importing Data, and Working with Smart Art, Images and Screen Shots</p> |
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Course Syllabus

1. Creating Templates
2. Importing Data
3. Using the Quick Analysis Tool
4. Working with SmartArt Graphics
- I. Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers
 1. Adding a Trendline to a Chart
 2. Creating and Formatting PivotTable and PivotChart Reports
 3. Working with Slicers
- J. Formula Auditing, Data Validation and Complex Problem Solving
 1. Formula Auditing
 2. Data Validation
 3. Solving Complex Problems
 4. Preparing a Workbook for Distribution
- K. Using Macros, Controls, and Visual Basic for Applications (VBA) with Excel
 1. Recording Macros and Assigning Them to a Toolbar Button and Keyboard Combination
 2. Creating a Mailing List Data Entry Screen Automating the Mailing List Data Entry
- L. Collaboration Features for Workbooks
 1. Gathering Feedback using Comments
 2. Collaborating and Tracking Changes on a Workbook
 3. Reviewing Tracked Changes
 4. Comparing and Merging Workbooks

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

Daily Work	50%
Application Exams	25%
Final	25%

Course Policies

1. You must log onto Blackboard and access this course a minimum of three times per week.
2. Cheating of any kind will not be tolerated.
3. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging in to the course and do not complete the course drop process, then you will earn an “F” grade for the course
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
5. Grades will be posted under the My Grades icon on the Blackboard class web site.
6. All assignments will be completed using Microsoft Office Excel 2013 and submitted using Blackboard. Assignment may NOT be submitted via email. All due dates will be posted on the Blackboard.
7. The textbook is mandatory. A student not acquiring these mandatory materials will not be able to PASS this course.
8. A grade of “C” or better must be earned in this course for credit toward degree requirement.

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9. Additional class policies as defined by the individual course instructor.

Technical Requirements (for courses using Blackboard)

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/en-](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy)

[us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy) A

functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office.