

## **Intro to Spreadsheets (ITSW 1304)**

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

**Prerequisite/Co-requisite:** None



### **Course Description**

Instruction in the concepts, procedures, and application of electronic spreadsheets.

### **Required Textbook and Materials**

1. *Microsoft Excel 2013:: Comprehensive*, by Freud/Enger/Jones, Shelly Cashman Series
  - a. ISBN number is 9781285168432.
2. Access to Microsoft Office Excel 2013.

### **Course Objectives** (with applicable SCANS skills after each)

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.

### **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](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **SCANS Skills and Competencies**

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies. The three-part foundation skills and five-part workplace competences are further defined in the SCANS attachment.

## Course Outline

- A. Office 2013 and Windows 8:Essential Concepts and Skills, Office 365 Essential
- B. Creating a Worksheet and an Embedded Chart
  - 1. Introduction
  - 2. Entering Text/Numbers
  - 3. Calculating Sum
  - 4. Formatting Worksheet
- C. Formulas, Functions, , and Formatting
  - 1. Entering Formulas
  - 2. Using Average, Max, and Min Functions
  - 3. Formatting the Worksheet
  - 4. Preparing to Print the Worksheet
- D. Working with Large Worksheets, Charting, and What- If Analysis
  - 1. Rotating Text and Using the Fill Handle to Create a Series
  - 2. Absolute versus Relative Addressing
  - 3. Making Decisions- The IF Function
  - 4. Adding 3-D Pie Chart to Worksheet
  - 5. What-If Analysis
- E. Working with Multiple Worksheets and Workbooks
  - 1. Creating the Consolidated Worksheet
  - 2. Formatting the Consolidated Worksheet
  - 3. Working with Multiple Worksheets
  - 4. Adding Header and Footer, Changing the Margins, and Printing the Workbook
- F. Financial Functions, Data Tables, and Amortization Schedules
  - 1. Adding Custom Borders to Range and Creating Cell Names
  - 2. Use a Data Table to Analyze Worksheet Data
  - 3. Creating Amortization Schedule
  - 4. Printing Section of the Worksheet
- G. Creating, Sorting, and Querying a Table
  - 1. Adding Computational Fields to the Table
  - 2. Adding Lookup Table
  - 3. Sorting Table
  - 4. Using Criteria Range on the Worksheet
- H. Creating Templates, Manipulating Data, and Adding Additional Enhancements to a Worksheet
  - 1. Creating Templates
  - 2. Using Templates
  - 3. Importing Data
  - 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
- K. Using Macros and Visual Basic for Applications (VBA) with Excel
  - 1. Recording Macros
  - 2. Creating a Procedure to Automate
  - 3. Creating a New Member Drive Data Entry Screen
- L. Collaboration Features for Workbooks
  - 1. Gathering Feedback using Comments
  - 2. Collaborating and Tracking Changes on a Workbook
  - 3. Reviewing Tracked Changes

## 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:

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|----------------------|-----|
| 1. Daily work        | 50% |
| 2. Applications Exam | 25% |
| 3. Final             | 25% |

## Course Requirements

1. Create and modify files using **Microsoft Office Excel 2013**.
2. Purchase required materials including book and USB flash memory drive.
3. The final is passing one of the following exams:
  - a) Instructor comprehensive final
  - b) Excel ExpertRating Certification Exam (Computer Information Systems (CIS) students only). Please submit certificate with score for grade.
  - c) Excel Microsoft Office Specialist (MOS) exam. This exam will have to be scheduled in the Testing Center before the end of the semester. Please submit certificate with score for grade. (Computer Information Systems (CIS) students only)

## Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.

6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
7. Exams will be closed book/note and will test information in assigned chapters and material discussed in class. Any student being disruptive during an exam will be required to terminate their exam and leave the classroom.
8. Grades will be posted under the My Grades icon on the Blackboard class web site.
9. If you need to contact the instructor, you may leave a voice mail or e-mail in Blackboard or the instructor's LIT e-mail (preferred). Your call or e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. If leaving a voice mail, be sure to leave a phone number that can be understood.
10. 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.
11. The textbook (and all items included ISBN bundle number) and the flash drive are mandatory. A student not acquiring these mandatory materials will not be able to PASS this course.
12. Data files can be located on the CD provided with the textbook or on the publisher's resource website.
13. Tests and a Final exam will be taken during the semester. DO NOT miss any exams. Makeup exams will not be given unless you make arrangements in advance with the instructor.
14. Attendance: students should be present and punctual for all classes. If tardy, enter quietly and do not disturb the class. Regular class attendance will maximize your computer skills for your personal and professional future. If you are taking the course via the Web, submission of assignments by the due date is a measure of attendance. Students that are tardy or miss a class are responsible for all work and/or discussion missed. The student is responsible to obtain missed material from a classmate. **Do not expect your instructor to repeat a lecture.**
15. Do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.
16. Refrain from "surfing" the Web during class, unless directed by your instructor.
17. Additional class policies as defined by the individual course instructor.
18. A grade of "C" or better must be earned in this course for credit toward degree requirement.

## **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 office in Student Services, Cecil Beeson Building.

## Course Schedule

Refer to Blackboard for actual assignments and due date

Week of	Topic	Reference
Week 1	Course introduction and policies, Blackboard, Office 2013, Windows 8, Office 365	cld. 1-15
Week 2	Excel Chapter 1: Creating a Worksheet and a Chart	pp. 1-64
Week 3	Excel Chapter 2: Formulas, Functions, and Formatting	pp. 65-128
Week 4	Excel Chapter 3: Working with Large Worksheets, Charting, and What-If Analysis	pp. 129-207
Week 5	Exam One	
Week 6	Excel Chapter 4: Working with Multiple Worksheets and Workbooks	pp. 208-294
Week 7	Excel Chapter 5: Financial Functions, Data Tables, and Amortization Schedule	pp. 297-359
Week 8	Excel Chapter 6: Creating, Sorting, and Querying a Table	pp. 361-422
Week 9	Exam Two	
Week 10	Excel Chapter 7: Creating Templates, Manipulating Data, and Adding Additional Enhancements to a Worksheet	pp. 425-487
Week 11	Excel Chapter 8 Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers	pp. 489-552
Week 12	Excel Chapter 9 Formula Auditing, Data Validation, and Complex Problem Solving	pp. 553-622
Week 13	Exam Three	
Week 14	Excel Chapter 10 Using Macros and Visual Basic for Applications (VBA) with Excel	pp. 625-704

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Week 15	Excel Chapter 11 Collaboration Features for Workbooks	pp. 705-760
Week 16	Review/Final Exam	

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**Contact Information:**

**Instructor:** Angela Hill

**Office:** Office 229, Technology Center

**Telephone:** (409) 839-2917

**E-mail:** [ahill1913@gmail.com](mailto:ahill1913@gmail.com) or [ajhill@lit.edu](mailto:ajhill@lit.edu)

**Office Hours:** TBA