

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

CITA 108 - INTRODUCTION TO SPREADSHEETS

**Created by: Tim Davey
Updated by: Minhua Wang**

**CANINO SCHOOL OF ENGINEERING TECHNOLOGY
DECISION SYSTEMS
FALL 2018**

- A. **TITLE:** Introduction to Spreadsheets
- B. **COURSE NUMBER:** CITA 108
- C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

Credit Hours: 1
 # Lecture Hours: 2 per week
 # Lab Hours: per week
 Other: per week

Course Length: 7 Weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Fall/Spring/Summer

G. **COURSE DESCRIPTION:** A course designed to introduce the student to the fundamentals of spreadsheets using Microsoft Excel as the instructional platform. Students will create worksheets with literal and numeric data. The numeric data will be constants and/or formulas. Students will also learn and use the relative and absolute cell reference system in formulas. Printing of spreadsheets creating line, bar, and pie graphs will also be included.

H. **PRE-REQUISITES/CO-REQUISITES:**

- a. Pre-requisite(s): none
- b. Co-requisite(s): none
- c. Pre- or co-requisite(s): none

I. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

<i><u>Course Student Learning Outcome [SLO]</u></i>	<i><u>ISLO</u></i>
a. Create a spreadsheet with literal and numeric data	5
b. Write functions with and without absolute addressing	5
c. Copy labels, values and formulas	5
d. Produce line, bar, stacked bar and pie graphs from the spreadsheet	5
e. Work with Excel tables and pivot charts	5
f. Print the spreadsheet	5

J. **APPLIED LEARNING COMPONENT:** Yes X No _____

- Classroom/Lab

K. **TEXTS:** As determined by the instructor

L. **REFERENCES:** None

M. **EQUIPMENT:** Computer lab classroom

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

- Exams
- Quizzes
- Participation
- Assignments

P. **DETAILED COURSE OUTLINE:**

- I. Introduction to Microsoft Excel: What is a Spreadsheet?
 - A. Introduction to Spreadsheets and Excel
 - B. The File Menu and Toolbars
 - C. Modifying the Worksheet
 - D. The Page Setup Command
 - E. Cell Range
 - F. Copy Command
 - G. Move Command
 - H. Formatting
 - I. Format Cells Command
- II. Gaining Proficiency: The Web and Business Applications
 - A. Pointing
 - B. The Fill Handle
 - C. Comments
 - D. Excel and the Internet
 - E. Web Queries
- III. Spreadsheets in Decision Making: What If?
 - A. PMT Function
 - B. PV Function
 - C. Inserting a Function
 - D. The Goal Seek Command
 - D. Relative vs. Absolute Address
 - E. Mixed References
 - F. Statistical Functions
 - G. Arithmetic Expressions vs. Functions
 - H. If Function
 - I. VLOOKUP Function
- IV. Graphs and Charts: Delivering a Message
 - A. Chart Types (pie, column, and bar)
 - B. Creating a Chart
 - C. Multiple Data Series
 - D. Object Linking and Embedding

V. Formatting Worksheets in Excel

- A. Freezing Panes
- B. Hiding Rows and Columns
- C. Printing a Large Worksheet
- D. AutoFilter Command
- E. Set Print Area
- F. Print Formulas

VI. Work With Excel Tables and Pivot Charts

- A. Creating an Excel Table
- B. Maintaining Data in an Excel Table
- C. Refreshing a PivotTable
- D. Creating a PivotTable
- E. Grouping PivotTable Items

Q. **LABORATORY OUTLINE:** N/A