COURSE OUTLINE

CITA 108 - INTRODUCTION TO SPREADSHEETS

Prepared By: Tim Davey
A. **TITLE:** Introduction to Spreadsheets

B. **COURSE NUMBER:** CITA 108

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** N/A.

E. **COURSE LENGTH:** 7 weeks

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

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
   2 lecture hours per week

H. **CATALOG 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.

I. **PRE-REQUISITES/CO-COURSES:** None. Knowledge of Windows would be beneficial.

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   Upon completion of the course, the students will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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</thead>
<tbody>
<tr>
<td>Create a spreadsheet with literal and numeric data</td>
<td>SLO-2: Critical Thinking Skills</td>
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<tr>
<td>Write functions with and without absolute addressing</td>
<td>SLO-2: Critical Thinking Skills</td>
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<tr>
<td>Copy labels, values and formulas</td>
<td>SLO-2: Critical Thinking Skills</td>
</tr>
<tr>
<td>Produce line, bar, stacked bar and pie graphs from the spreadsheet</td>
<td>SLO-2: Critical Thinking Skills</td>
</tr>
<tr>
<td>Work with Excel tables and pivot charts</td>
<td>SLO-2: Critical Thinking Skills</td>
</tr>
<tr>
<td>Print the spreadsheet.</td>
<td>SLO-2: Critical Thinking Skills</td>
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K. **TEXTS:**

L. **REFERENCES:** None

M. **EQUIPMENT:** Computer lab, printer, LCD projector, and SmartBoard, or dry erase board.

N. **GRADING METHOD:** A – F

O. **MEASUREMENT CRITERIA/METHODS:**
   1. Assignments and Participation
2. Homework
3. Quizzes
4. Final Exam

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