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

MASTER SYLLABUS

CITA 109 - INTERMEDIATE SPREADSHEETS

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CANINO SCHOOL OF ENGINEERING TECHNOLOGY
DECISION SYSTEMS
FALL 2020

A. **TITLE**: Intermediate Spreadsheets

B. **COURSE NUMBER:** CITA 109

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

G. **COURSE DESCRIPTION:** This course is designed to increase knowledge of spreadsheet fundamentals using an industry standard spreadsheet package as the instructional platform. The student will learn to work with lists, pivot tables, object linking and embedding, developing a complete worksheet application and macro writing.

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

 a. Pre-requisite(s): CITA 108 Introduction to Spreadsheets or SOET 101 Intro to Comp
   Usage for Technicians
 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:

Course Student Learning Outcome [SLO]	_ISLO_
a. Plan and create a list	5
b. Create and modify pivot tables	5
c. Insert and embed objects	5
d. Sort data in a list on one or more fields	5
e. Create, design, and edit macros	5
f. Explore external data	2[CA] 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:**
- Assignments

P.   **DETAILED COURSE OUTLINE:**

I. Lists
   A. Planning and Creating the List
   B. Freezing Rows and Columns
   C. Sorting Data
   D. single column sort
   E. multiple column sort
   F. Maintaining the List Using a Data Form
   G. what is a data form
   H. searching for records with a data form
   I. deleting records with a data form
   J. Filters and Formulas
   K. Filtering the List with an Auto Filter
   L. simple criteria
   M. custom auto filters with complex criteria
   N. Use of Conditional Formatting
   O. Creating Natural Language Formulas

II. Pivot Tables
   A. Creating a Pivot Table
   B. Defining the Layout of a Pivot Table
   C. Changing the Layout of a Pivot Table
   D. formatting numbers
   E. repositioning fields
   F. sorting items within the pivot table
   G. adding a field
   H. Refreshing a Pivot Table

III. Inserting and Embedding Objects
   A. Inserting Pictures into a Spreadsheet
   B. Using Word Art to improve title appearance
   C. Creating A Company Logo on the Spreadsheet

IV. Workbook Applications
   A. Arranging a Worksheet into Sections
   B. Entering Initial Values
   C. Validating Data Entry
   D. Specifying Data Type and Acceptable Values
   E. Specifying an Input Message
   F. Specifying and Error Alert
   G. Range Names
   H. Defining a Range Name
   I. Using a Name Box to Define a Range Name
   J. Using the Range Name in a Formula

V. Macros
   A. Creating a Macro
   B. Using the Macro Recorder
   C. Writing the Macro using Visual Basic
   D. Planning the Macro
   E. Decide what you want to do
   F. Preplan your keystrokes
   G. Recording the Macro
   H. Activating the Macro Recorder
   I. Naming and Describing the Macro
   J. Recording the Keystrokes
   K. Activating the Macro in the Future

VI. Explore External Data
   A. Exploring External Data Sources
   B. Importing Data from Text Files
   C. Exploring Connections and Data Ranges
   D. Defining a Trusted Location

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