LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore http://www.labette.edu/bookstore for the required texts for this class.

COURSE NUMBER: COMP 115

COURSE TITLE: SPREADSHEETS (MICROSOFT EXCEL)

SEMESTER CREDIT HOUR: 3

DEPARTMENT: Computer Science

DIVISION: General Education

PREREQUISITE: None

REVISION DATE: October, 2018

Students will need to have access to Excel 2016 or Office 365. Students will use the RedZone and the student email account.

COURSE DESCRIPTION:
This course is a comprehensive hands-on course that provides users with fundamentals, both conceptual and applied, they need to use spreadsheet software. Students learn basic and advanced features of spreadsheet use and develop the tools needed to apply this technology to business applications.

COURSE OUTCOMES AND COMPETENCIES:
Students who successfully complete this course will be able to:

1. Use spreadsheet software to create professional quality workbooks

- Navigate a workbook and plan a workbook.
- Create a worksheet and enter text, dates, and numbers.
- Format text and numbers.
- Perform calculations with formulas and functions.
- Use relative and absolute values.
- Utilize Flash Fill, AutoFill, and the Quick Analysis tool.
- Create and format various charts: pie chart, line chart, column chart, Pareto chart, and histogram.

- Utilize conditional formatting to highlight and analyze data.

2. Use intermediate level skills to improve spreadsheet usefulness.
- Distinguish between a structured range of data and an Excel table.
- Sort and filter data.
- Create and utilize pivot tables and charts to organize and present data.
- Utilize advanced functions including IF, AND, OR, IFERROR, VLOOKUP, HLOOKUP functions.
- Summarize data using the COUNTIF, SUMIF, and AVERAGEIF functions.
- Format and edit multiple worksheets at once.
- Create and print a worksheet group.
- Create a link to data in another workbook.
- Create, edit, and delete defined names for cells and ranges.
- Protect the contents of worksheets and workbooks.
- Create and run a macro.
- Use and create templates.

3. Use advanced techniques to create high-level spreadsheets.
- Create financial documents using financial functions.
- Work with financial functions to analyze loans and investments.
- Create an amortization schedule.
- Interpolate and extrapolate a series of values.
- Trace a formula error to its source.
- Conduct what-if analyses.
- Explore the principles of cost-volume-profit relationships.
- Create and apply different Excel scenarios with the Scenario Manager.
- Explore the principles of a product mix.
- Run Solver to calculate optimal solutions.
- Recognize common spreadsheet errors.