

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Spreadsheet Applications

Course #: CSA* C135

Course Description:

This course will introduce the student to the detailed development of the functions and applications of spreadsheet application software. The electronic spreadsheet, business graphics, data manager aspects will be explored using the commands of Microsoft Excel. Upon completion of the basic fundamentals of functions and commands, programming macros will be introduced, allowing the student to take full advantage of the power of spreadsheet software.

This course is 3 semester hours: Tuesdays, 5:30 – 8:15 pm in Founders' Hall Annex Room 108 (Hybrid format, see schedule for in-class meeting dates).

Pre-requisite/Co-requisite: CSA* C105 or equivalent

Goals:

- To provide the fundamentals of the concepts, commands and syntax of spreadsheet application packages and preparation of spreadsheets for data analysis.
- To understand and appreciate the capabilities of spreadsheet applications and, therefore, to use Excel to design, create, modify and print a worksheet, database, graph or chart.

Outcomes:

By the end of the semester the student should be able to:

1. Create and edit spreadsheets with varying complexity.
2. Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
3. Organize, analyze, and present spreadsheet data in meaningful formats such as data lists, charts, pivot tables, etc.
4. Demonstrate an understanding of the most commonly-used data types, formulas, and functions used in spreadsheet applications.
5. Use advanced functions such as IF, PMT, and LOOKUP, among others.
6. Create appropriate charts and tables as visual communication devices to present numeric data and data analysis.
7. Analyze numerical data and perform what-if analysis to make informed decisions.

College Policies

Plagiarism:

Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanction. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA):

The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Roseann Dennerlein, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6307 (V/TTY) and her email is rdennerlein@nwcc.commnet.edu.

School Cancellations:

If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio stations. Students may also call the College directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.