

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT: Business (BUS)
CURRICULUM: Business Information Technology
COURSE TITLE: Spreadsheets
COURSE NUMBER: BUS 177
TYPE OF COURSE: Vocational Preparatory
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: BUS 169 or equivalent

COURSE DESCRIPTION:

This course is designed to prepare students for the Microsoft Office Specialist (MOS, formerly MOUS) Core Professional Certification exam for MS-Excel. Emphasis is placed on learning to use the Excel software tools necessary to pass the core exam, however passing the MOS exam is not required to pass the course. The certification exam is available at a reduced fee through the Testing Center at the SSCC campus.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Technology – Use current software for business application
2. Information Literacy – Access current data for tasks as required
3. Critical Thinking and Problem Solving Develop the attitudes that support problem solving and the reasoning process
4. Personal Responsibility – Be motivated and continue learning and adapt to change.

PROGRAM OUTCOMES ADDRESSED:

2. Apply mathematical skill to business and banking situations.
3. Apply computer skills to all forms of business communication including presentation materials and graphics.
7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
11. Import graphics, charts, and text into business applications.
12. Demonstrate flexibility, motivation when faced with change.
13. Use the Internet for information searches.
14. Create and manage physical and electronic data systems in business applications.
15. Adapt to workplace practices and practice appropriate professional conduct.
18. Interpret business data.
20. Understand career paths and advancement criteria typical of office occupations.
21. Create effective spreadsheets that communicate financial and other business information.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Technology – Use current software for business application
2. Information Literacy – Access current data for tasks as required
3. Critical Thinking and Problem Solving Develop the attitudes that support problem solving and the reasoning process
4. Personal Responsibility – Be motivated and continue learning and adapt to change
5. To learn what electronic spreadsheets have to offer as productivity tools.
6. To gain considerable hands-on experience using MS-Excel
7. To learn the role that MS-Excel plays in the MS-Office software suite.
8. To gain skills at solving practical problems using spreadsheet software.
9. To learn discipline in downloading, uploading, storing and backing-up data files.

TOPICAL OUTLINE:

APPROX. HOURS

- I. Working with Cells
 - a. Use Undo and Redo
 - b. Clear cell content
 - c. Enter text, dates, and numbers
 - d. Edit cell content
 - e. Go to a specific cell
 - f. Insert and delete selected cells
 - g. Cut, copy paste, paste special, and move selected cells
 - h. Use the Office Clipboard
 - i. Use Find and Replace
 - j. Clear cell formats
 - k. Work with series (AutoFill)
 - l. Create hyperlinks
- II. Working with Files
 - a. Use Save
 - b. Use Save As (different name, location, and format)
 - c. Locate and open an existing workbook
 - d. Create a folder
 - e. Use templates to create a new workbook
 - f. Save a worksheet/workbook as a Web Page
 - g. Send a workbook via e-mail
 - h. Use the Microsoft Office Assistant
- III. Formatting Worksheets
 - a. Apply font styles (typeface, size, color, and style)
 - b. Apply number formats (currency, percent, dates, and commas)
 - c. Modify row and column size
 - d. Modify alignment of cell content
 - e. Adjust decimal places
 - f. Use the Format Painter
 - g. Apply autoformat
 - h. Apply cell borders and shading
 - i. Merge cells
 - j. Rotate text and change indents
 - k. Define, apply, and remove a style
- IV. Page Setup and Printing
 - a. Preview and print worksheets and workbooks
 - b. Use Web Page Preview
 - c. Print a selection
 - d. Change page orientation and scaling
 - e. Set page margins and centering
 - f. Insert and remove a page break
 - g. Set print, and clear a print area
 - h. Set up headers and footers

TOPICAL OUTLINE (Cont.):

APPROX. HOURS

- i. Set print titles and options (gridlines, print quality, and headings for rows and columns)
- V. Working with Worksheets and Workbooks
 - a. Insert and delete rows and columns
 - b. Hide and unhide rows and columns
 - c. Freeze and unfreeze rows and columns
 - d. Change the zoom setting
 - e. Move between worksheets in a workbook
 - f. Check spelling
 - g. Rename a worksheet
 - h. Insert and delete worksheets
 - i. Move and copy worksheets
 - j. Link worksheets and consolidate data using 3-D references
- VI. Working with Formulas and Functions
 - a. Enter a range within a formula in a drag-and-drop operation
 - b. Enter formulas in a cell and use the formula bar
 - c. Revise formulas
 - d. Use references (absolute and relative)
 - e. Use AutoSum
 - f. Use the Paste Function to insert a function
 - g. Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX)
 - h. Enter functions using the Formula Palette
 - i. Use date functions (NOW and DATE)
 - j. Use financial functions (FV and PMT)
 - k. Use logical functions (IF)
- VII. Using Charts and Objects
 - a. Preview and print charts
 - b. Use the Chart Wizard to create a chart
 - i. Modify charts
 - ii. Insert, move, and delete and object (graphic)
 - iii. Create and modify lines and objects

Revised BY: Marla Lockhart
DATE: April, 2009