

PACE 1420

Spreadsheet Applications

Course Date and Times: Thursdays, September 6, 2012 – October 4, 2012
9:00 a.m. – 1:00 p.m.

Instructor: Kathy Taylor

Phone:

Email:

Course Description:

Spreadsheet Applications is a five week, four hours per week course which meets for five consecutive Thursdays from 9:00 a.m. to 1:00 p.m. This course covers Spreadsheet Applications using Microsoft Excel 2010. An overview of Microsoft Office 2010 will be presented first, including an introductory unit in Microsoft Excel 2010. From there, the course will cover the different aspects of Microsoft Excel 2010 such as working with formulas and functions, formatting worksheets, and analyzing data with charts and graphs.

Course Objectives:

The objectives of this offering are to:

- Provide a concise, yet comprehensive introduction to spreadsheets
- Develop an understanding of the use of formulas, functions, charts and graphs and their application to data for purposes of calculations and analysis
- Give students an understanding of how spreadsheet applications are essential components in today's business environments

Course Format:

Class time is divided between lecture, demonstration and hands-on work in the computer laboratory as well as various assessment tools that can be taken at the student's own pace.

Course Grading:

The class grading will employ a pass/fail grading system based on lab assignments and class participation.

Course Schedule

Week	Topic	Lab Assignment	Homework	Due Date
1	1. Tutorial 1 Getting Started with Excel	1. Review Assignments, page EX 49	Case Problem #1 Page EX 50	9/13/2012
2	1. Tutorial 2 Formatting a Workbook	1. Review Assignments, Pages EX 108 – EX 109	Case Problem #1 Page EX 109	9/20/2012
3	1. Tutorial 3 Working with Formulas and Functions	1. Review Assignments, Pages EX 163 – EX 164	Case Problem #1 Pages EX 164 – EX 165	9/27/2012
4	1. Tutorial 4 Enhancing a Workbook with Charts and Graphs	1. Review Assignments, Pages EX 223 – EX 224	Case Problem #1 Pages EX 224 – EX 225	10/4/2012
5	1. Tutorial 5 Working with Excel Tables, PivotTables, and PivotCharts	1. Review Assignments, Page EX 294		

Caveat: The instructor reserves the right to change the above schedules and requirements without advance notice.