

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Information Technology Systems</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>ITSW 2334</u>
<b>COURSE TITLE</b>	<u>Advanced Spreadsheets</u>
<b>COURSE CREDIT HOURS</b>	<u>3            3    :    1</u> Credits      Lec      Lab

### I. Catalog Description

Provides advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. Includes fundamental concepts of spreadsheets and their design. Demonstrates formula creation to include function usage. Covers business analysis including what-if, charts, accounting and finance functions and protection of data. This is a Microsoft Office Specialist Certification course that prepares the student to take a test to qualify as a core user. **Prerequisite: ITSC 1301 or BCIS 1305. (3:1)**

### II. Course Objectives

Upon successful completion of this course, the successful student will be able to:

#### A. Introduction to Electronic Spreadsheets

1. Define, describe, and load electronic spreadsheets and explain how Excel assists in business “what-if” analysis situations.
2. Review the creation of electronic spreadsheets including text, numbers, and formulas with functions.
3. Use the menu items and toolbars on electronic spreadsheet software to manipulate blocks of data and to control the work environment.
4. Use advanced formatting techniques to create professional documents.

#### B. Intermediate Spreadsheet Design

1. Create and modify a variety of charts and apply the basic concepts of OLE, Object Linking and Embedding.
2. Utilize additional Excel functions.
3. Manipulate and use data across worksheets and across workbooks.
4. Create links to other workbooks.
5. Use Excel tools like data tables to complete more advanced “what-if” analysis.

#### C. Advanced Spreadsheet Design

1. Utilize the Scenario Manager for advanced “what-if” analysis.
2. Use the Goal Seek tool for “what-if” analysis.
3. Use the features of Excel lists and the terminology that relates to how Excel can be used with database applications.

4. Utilize advanced skills to complete a complete real-world application to include cell protection, data validation, and conditional formatting.
5. Create macros for repetitive instructions and create shortcut keys and buttons to make the running of macros easier.
6. Protect data/client by utilizing security measures.

### **III. THECB Learning Outcomes (WECM)**

1. Create and design macros.
2. Use data analysis features.
3. Develop solutions using linked worksheets.

### **IV. Evaluation**

#### **A. Pre-assessment**

Students must have taken and completed either ITSC 1301 or BCIS 1305 prior to taking this course.

#### **B. Post-assessment**

This course will contain lab assignments and exams. The instructor will determine the mix of lab assignments and exams to arrive at a grade as described in the Instructor's Requirements document.

#### **C. Remediation**

The instructor may provide the students with means of improving a grade. The instructor will determine the timing, form, and method of remediation.

### **V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024)

### **VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early college High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

### **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.