

Summer 2016

ITE141
Microcomputer Software: Spreadsheets

COURSE OUTLINE

Prerequisites: NONE

Course Description: (must be word-for-word from the College Catalog)
Provides first-time users with sufficient information to make practical use of spreadsheet software using the basic of building spreadsheets.

Semester Credits: 1 Lecture Hours: 1

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Course Outcomes

At the completion of this course, the student should be able to:

- Understand the basic skills of Excel
- Be able work with Excel formulas and functions
- Understand basic statistics and how to apply them to an Excel spreadsheet
- Be able to utilize Excel graphing and charting types, layouts, and styles
- Be able to apply Excel for problem solving
- Be able to apply standard statistical inference procedures to draw conclusions from data

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Required Materials:

Access to Excel 2013

Textbook:

Learn Excel 2013 Essential Skills with the Smart Method, Mike Smart, The Smart Method,Ltd, ISBN 978-1-909253-06-2

The following supplementary materials are available:

1. Videos are available at
<http://excelcentral.com/excel2013/essential/tutorials/default.html>
2. NOTE: There is a \$9.99 charge for the online videos

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Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

Week 1 – Session 1 – Basic Skills

Week 2 – Session 2 – Doing Useful Work with Excel

Week 3 – Session 3 – Taking your Skills to the Next Level

Week 4 – Session 4 – Making your Worksheets Look Professional

Week 5 – Session 5 – Charts and Graphs

Week 6 – Session 6 – Working with Multiple Worksheets and Workbooks

Week 7 – Session 7 – Printing your Work

Week 8 – Session 8 – Cloud Computing

Weeks 9 and 10 – work on final project



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Notes to Instructors

(List information about optional topics, departmental exams, etc)

1. Grade is based on a final Cyber-based project that applies standard statistical inference procedures to draw conclusions from data

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