

**Common Course Outline**  
**CINS 132**  
**Comprehensive Spreadsheets**  
**3 Semester Hours**

**The Community College of Baltimore County**

**Description**

**Comprehensive Spreadsheets**

Provides a comprehensive study of spreadsheets for professional and personal applications; studies spreadsheet, database, graphic features, macro development, the integration of this package with other microcomputer packages, data security, and data integration techniques.

3 credits: 3 lecture hours (this course is delivered in a combination lecture and hands-on format).

Prerequisite: CINS 101 or consent of the Program Director or Academic Dean.

**Overall Course Objectives**

Upon completion of this course the student should be able to:

1. Develop a professional-looking worksheet that is well organized, easy to understand, and documented appropriately.
2. Insert correct functions and create accurate formulas to calculate data.
3. Troubleshoot and analyze problems in spreadsheets and provide appropriate solutions.
4. Format workbooks with custom number formats, conditional formatting, AutoFormats, and Styles.
5. Enhance the workbook's appearance with fonts, borders, bold, underscore, shading, colors, textboxes, drawing, autoshapes, WordArt, and ClipArt.
6. Create charts that represent data most effectively.
7. Manipulate, extract, sort, and summarize data with Pivot Tables, Pivot charts, data maps and data queries.
8. Integrate spreadsheets with other Windows programs and the World Wide Web.
9. Develop worksheets to complete applications, assign data validation rules, and streamline procedures by utilizing macros.
10. Consolidate and link data from multiple worksheets and workbooks, use 3-D references, and utilize lookup functions.
11. Use What if analysis, data tables, goal seek, scenarios, and solver to provide data to assist in making relevant business decisions.
12. Import data into a worksheet to reduce data redundancy and provide up-to-date data from the Web.
13. Customize workbook templates, toolbars, and menus.
14. Use critical thinking, problem solving, and spreadsheet skills to solve case problems.

**Major Topics**

1. Spreadsheet Concepts and Terminology
2. Planning, Organizing, Testing, And Documenting Worksheets
3. Entering Data
4. Creating Mathematical Formulas
5. Using Appropriate Functions
6. Selecting/Defining/Naming Ranges
7. Formatting Worksheets

8. Creating Charts
9. Utilizing Enhancements--Drawing, Wordart, Clipart, Textboxes, Shading, and Autosshapes
10. Working With Lists
11. Object Linking and Embedding (OLE)
12. Integration With Other Applications and The World Wide Web
13. Creating a Home Page utilizing HTML.
14. Importing/Exporting Data from Other Data Sources and the Web
15. Using What-If Anaylsis, Data Tables, Scenarios, and Solver
16. Automating Excel With Macros
17. File Management—Folders and Files
18. Sharing Workbooks With Others
19. Customizing Templates, Toolbars, and Menus
20. Summarizing Data with Data Maps, Pivot Tables, and PivotCharts

### **Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- At least three case projects of increasing difficulty.
- At least two written tests
- At least three hands-on exams.
- A comprehensive final exam

Writing: The individual faculty member will determine specific writing assignments.

### **Other Course Information**

This course is a required course in the CIS Technology Support degree and certificate programs.  
This course is taught in a computerized environment.