# Common Course Outline
## CSIT 132
## Comprehensive Spreadsheets
### 3 Credits

# The Community College of Baltimore County

**Description**

**CSIT 132 – 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**
**Prerequisite: CSIT 101 or consent of the Program Director**

**Overall Course Objectives**

Upon completion of this course students will be able to:

1. develop a 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, auto shapes, word art, smart art and clip art;
6. create charts that represent data most effectively;
7. manipulate, extract, sort, and summarize data with pivot tables and pivot charts;
8. integrate spreadsheets with other programs, extensible markup language (XML) schemas, 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. employ 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; and
14. engage critical thinking, problem solving, and spreadsheet skills to solve case problems.

## Major Topics

I. Spreadsheet concepts and terminology
II. Planning, organizing, testing, and documenting worksheets
III. Entering data
IV. Creating mathematical formulas
V. Using appropriate functions
VI. Selecting, defining and naming ranges
VII. Formatting worksheets
VIII. Creating charts
IX. Utilizing enhancements--drawing, word art, clipart, textboxes, shading, smart art and auto shapes
X. Working with tables
XI. Object Linking and Embedding (OLE)
XII. Integration with other applications and the World Wide Web
XIII. Importing and exporting data from other data sources like XML and the Web
XIV. Using what-if analysis, data tables, scenarios, and solver
XV. Automating excel with macros
XVI. Sharing workbooks with others
XVII. Customizing templates, toolbars, and menus
XVIII. Summarizing data with pivot table and pivot charts

## 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 complexity
- A minimum of two exams, one of which must be a comprehensive final exam

Students are required to use appropriate academic resources.

## Other Course Information

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

A grade of C or better in this course is needed in order to register for any CSIT 200 level courses for which this course is a prerequisite.

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