



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Electronic Spreadsheets

Course Prefix and Number

ITSW 1304

Department – Division

Computer Science

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	2	4

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

Understanding and using the basic and advanced concepts of electronic spreadsheets for business applications. Includes the designing of templates, formatting the worksheet, headings, formula building, financial sheets, “what if” forecasting, graphics, printing, and disk operations.

Prerequisites/co requisites

COSC 1301, BCIS 1305 or ITSC 1301 or Approval of instructor

Topical Outline

This course is a course for both the beginning and advanced student of spreadsheets. The course is divided into three levels: beginning, intermediate, and advanced. The semester long study delves into the full capabilities of the EXCEL software.

Course Learning Outcomes

The student will acquire an understanding of the following course learning outcomes:

- An understanding of the concept and use of an electronic spreadsheet
- An understanding of using Excel to manage data
- An understanding of working with formulas and functions
- An understanding of developing a professional-looking worksheet
- An understanding of working with charts and graphics
- An understanding of working with Excel lists
- An understanding of working with multiple worksheets and workbooks
- An understanding of working with Excel’s editing and web tools
- An understanding of validating data entry
- An understanding of protecting a worksheet and workbook
- An understanding of naming cells and ranges
- An understanding of working with macros

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an “X”	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.

	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

New Perspectives on Microsoft Office Excel 2007, Comprehensive, Parsons/ Oja/ Ageloff/ Carey Thomson Course Technology, Inc., 2008, ISBN-10: 1-4239-0585-7

Optional Text(s)

none

Material/Technology to be supplied by the student.

All students must have access to the internet, an e-mail address, and be competent in using a computer to navigate the internet. Students will need access to Microsoft EXCEL 2007 for submitting all course work. Student will need a removable USB disk for storage of data.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Your grade will be determined by performance on exams, laboratory assignments, special projects, and/or research papers. Your instructor prepares the individual criteria in the respect to the departmental syllabus.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Pat Salinas & Melinda Reppond	<i>Pat Salinas & Melinda Reppond</i>	2/27/2008
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date