

**NorthWest Arkansas Community College
Business and Computer Information Course Outline**

CISM 2503 ADVANCED SPREADSHEET ANALYSIS (On Demand)

Catalog Description

This course covers advanced spreadsheet features continuing from CISM 1503 including advanced data manipulation, using pivot tables, the creation of professional looking workbooks, using templates, developing customized events, creating customized user interfaces, macros and the use of Visual Basic. (Outside lab time will be required.)

Prerequisite

CISM 1503 Spreadsheet Analysis (Excel)
PROG 1003 or equivalent (suggested but not required)

Target Audience

This course is for students seeking self-improvement or an AAS degree in Computer Information

Credit Hours: 3

General Course Objectives

Knowledge:

- Demonstrate competence of microcomputer concepts using spreadsheet software.
- Design, create, update, and maintain data base files, tables, forms and reports using a structured format.

Academic Skills:

- Basic math and Algebra

Critical Thinking:

- Analyze problems and evaluate the output.

Cultural Awareness:

- Appreciate the ability to organize and retrieve data for selected solutions.

Required Text(s)

New Perspectives on Microsoft EXCEL 2002 with Visual Basic for Applications, Advanced, Friedrichsen, Course Technology: 2002. ISBN 0-7600-6435-0.

Update Supplement: New Perspectives on Microsoft Office EXCEL 2003 w/ Visual Basic for Applications, Advanced, Friedrichsen, Course Technology: 2005. ISBN 0-619-20666-7.

Topics Covered

- Pivot Tables and Pivot Charts using Solver
- Decision Support Systems
- Scenarios
- Regression Analysis
- List Management
- Data Scrubbing
- Advanced Charting
- Troubleshooting Formulas
- Advanced Functions
- Visual Basic for Applications Programming
- Creating Custom Functions
- Creating Custom Forms
- Importing Data

Instructional Activities

- It is required that all instructors who teach this course cover all topics listed above. If difficulties arise, early contact must be made with the lead faculty to find and share ideas to deliver remaining content. Naturally, no optional section can be done in lieu of required sections.
- Individual instructor's syllabi must contain required components. The upper portion of this course outline may be distributed but is not sufficient alone as a syllabus.
- Laboratory exercises, consisting of designing and implementing various spreadsheets and/or programming projects, should average 3 hours per week.
- Outside lab time will be required.
- Computer Lab: Students will require additional time in the computer lab to complete assigned projects.
- Projects/Assignments: Outside spreadsheet (workbook) projects which will include some VBA plus a Final project.

Required Assessment

Chapter quizzes
Workbooks with and without VBA
Final Project

Resources

Open access computer lab