

## Computer Information Department Course Outline CISM 1503 SPREADSHEET ANALYSIS-EXCEL (F, S, SUM on demand)

### ***Catalog Description***

Advanced utilization of Window-based spreadsheet software used in the production of business-related spreadsheets using financial and mathematical functions. Emphasis will be given to the development and manipulation of complex functions and function sets to achieve the desired goal.

### ***Prerequisites***

CISQ 1103

### ***Credit hours/Contact hours/Load hours***

3/3/3

### ***Target Audience/Transferability***

The target audience includes, but is not limited to, the following:

- Students seeing an AAS Degree in Computer Information Systems, or pursuing a career in a CIS field
- Community members and/or business professionals who wish to learn spreadsheet skills

### ***Student Learning Outcomes***

#### **Upon completion of this course, students will:**

- Perform calculations to solve complex problems by using advanced formulas & functions.
- Develop effective worksheets by using formatting features to make data more readable & informative.
- Maintain & summarize data by creating & modifying tables & pivot tables
- Create & edit charts for better interpretation of trends & relationships.
- Plan & design a workbook for analyzing use and audience, in addition to the reports & queries needed to produce end result.
- Consolidate multiple worksheets & workbooks by linking to save time & accurately summarize data by using external references.
- Automate worksheet tasks by creating & editing macros using VBA & templates.
- Convert workbooks into web pages for sharing of information.
- Ensure workbook data by using auditing tools used to track formulas & trace errors.
- Simulate decision making by creating what-if analysis, scenario management, goal seek & solver.
- Integrate workbooks by connecting to external data sources such as the internet, text files, and database files for data sharing & file linking.

## ***Topics***

Getting Started with Excel	Using Functions, Conditional Formatting & Filtering
Formatting a Worksheet	Developing an Excel Application
Working with Formulas & Functions	Developing a Financial Analysis
Working with Charts & Graphics	Performing a What-If Analysis
Working with Excel Tables, Pivot Tables & Pivot Charts	Connecting to External Data
Managing Multiple Worksheets & Workbooks	Expanding Excel with Visual Basic for Applications

## ***Forms of Assessment***

Exams, Quizzes, Case Studies, Application Projects, and Discussions

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