

Information Technology and Administrative Management Department
www.cwu.edu/~ITAM

 <p style="margin: 0;">Information Technology & Administrative Management</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="margin: 0;">Central Washington University</p>	<p>IT 258</p> <p>Spread Sheet Applications</p> <p>Course Syllabus - 3 credits</p>
---	--



Mrs. Yvonne Alder, Senior Lecturer
Office: Shaw/Smyser 202
Office Hours: Varies by quarter. Check Blackboard Announcements
Office Telephone: 509.963.1256
CWU E-Mail: aldery@cwu.edu
Mrs. Alder's Home Page: www.cwu.edu/~aldery

Course Description: This course provides a comprehensive presentation of Microsoft Excel 2007. The class is organized using primarily a web-based approach whereby the student will complete specific assigned materials either in the lab or outside of the lab and submit the assignments via Blackboard by a specific date (see Modules). Other than indicated exam dates, the student is not required to be in the lab; however, I will be available in the labs from noon until 4 pm on Mondays and Wednesdays for assistance. Other than exam days, you may use the lab anytime during those hours regardless of your specific class time. Your CWU ID will be required on exam days.

Course Objective: Successful completion of this course ensures that students have acquired an extended knowledge and understanding of Excel using Microsoft Excel 2007.

Learning Objectives:

The objectives you will have accomplished by the end of the course include these.

- You will learn to create worksheets and charts using Excel 2007
- You will learn to create formulas and functions with Excel 2007
- You will learn to create large spreadsheets using Excel 2007
- You will learn to create financial functions using Excel 2007
- You will learn to create queries using Excel 2007
- You will learn to create data tables, PivotTables and PivotCharts using Excel 2007

Learner Outcomes:

Learner Outcome	Assessment
1. Demonstrate an understanding of using worksheets and charts	Outcomes will be assessed through assignments and objective/application exams
2. Demonstrate an understanding of formulas and functions	Outcomes will be assessed through assignments and objective/application exams
3. Demonstrate an understanding of using large spreadsheets	Outcomes will be assessed through assignments and objective/application exams
4. Demonstrate an understanding of financial functions	Outcomes will be assessed through assignments and objective/application exams
5. Demonstrate an understanding of using queries	Outcomes will be assessed through assignments and objective/application exams
6. Demonstrate an understanding of Data tables, PivotTables and PivotCharts	Outcomes will be assessed through assignments and objective/application exams

Textbook and Other Required Materials:

Microsoft Office Excel 2007, Exploring Series, Comprehensive, Second Edition, Grauer, Mulbery, Scheeren;
Pearson/Prentice Hall.

*Access to CWU eLearning Blackboard web site (<http://courses.cwu.edu>)

*Internet Access for MyItLab for practice tests and for application testing