

<p>ITAM Information Technology & Administrative Management Central Washington University</p>	<p>IT 359 Advanced Spreadsheet Applications Course Outline – 3 Credits</p>
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Check with the department for instructor information.

COURSE DESCRIPTION

Advanced spreadsheets for business applications; design of multiple-sheet workbooks and templates; advanced functions and formulas; enhanced formats; lists and pivot tables; and using what-if analysis tools such as Goal Seek and Solver. Prerequisite: IT 258

COURSE RATIONALE

This course prepares students to plan, create, and apply advanced spreadsheet application skills using industry-standard problems, simulations, and case studies.

LEARNER OUTCOMES & ASSESSMENT

- Using simple and compound statements and selected functions
- Review lists, data filters and subtotals
- Using macros.
- Using What-if analysis, goal seek, forecasts
- Analyzing data with PivotTables and PivotCharts
- Exchanging data with other programs
- Creating workspace files

INSTRUCTIONAL METHOD

Class meetings are composed primarily of, but not limited to, direct/hands-on instruction, tutorial, lectures, in-class activities, group work, and assignments.