

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**

City University of New York

**Department of Computer Information Systems**

**Office S150/ Phone: 212-220-1476**

**Title of Course: Introduction to Spreadsheet Applications**

**CIS 140**

**Spring 2008**

**Credits: 2**

**Class hours: 1**

**Lab hours: 2**

**Course Description:**

This course will introduce the student to spreadsheet concepts and applications using a state-of-the-art spreadsheet package. Emphasis is placed on the use of the package to solve a wide range of business problems including but not limited to accounting, scheduling and statistical applications. Students will develop and test a series of projects.

**Prerequisites/Co-requisites:** CSC 110 or CIS 100 or departmental approval

**Student Learning Outcomes:**

After completing this course students will be able to:

1. To learn the features of a spreadsheet package.
2. To understand the general problem solving potential of spreadsheet techniques.
3. To apply the knowledge of the package and the spreadsheet techniques to a variety of problems.

**Required Text & Readings:**

Text: **New Perspectives on Microsoft Office Excel 2007-Comprehensive**

Author: **June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey**

Publisher: **Course Technology**

ISBN: **0142905857**

**Other Resources:** A box of four CD-RWs; flash drives are recommended.

**Use of Technology (if applicable):**

**Evaluation & Requirements of Students**

Midterm	30%
Final	30%
Programming Projects	30%
Instructor Evaluation	<u>10%</u>
Total:	100%

## Outline of Topics:

<b>Office</b>	<b>Getting Started with Microsoft Office 2007</b>	<b>OFF 1</b>
	Preparing a Meeting Agenda	
<b>Excel</b>	<b>Excel-Level I Tutorials</b>	
	<b>Tutorial 1: Getting Started with Excel</b>	EX 1
	Creating an Order Report	
	Session 1.1	EX 2
	Session 1.2	EX 21
	<b>Tutorial 2: Formatting a Workbook</b>	EX 57
	Formatting a Financial Report	
	Session 2.1	EX 58
	Session 2.2	EX 80
	<b>Tutorial 3: Working with Formulas and Functions</b>	EX 113
	Developing a Budget	
	Session 3.1	EX 114
	Session 3.2	EX 131
	<b>Tutorial 4: Working with Charts and Graphics</b>	EX 161
	Charting Financial Data	
	Session 4.1	EX 162
	Session 4.2	EX 187
	<b>Level II Tutorials</b>	
	<b>Tutorial 5: Getting Started with Excel Tables, PivotTables, and PivotCharts</b>	EX 217
	Tracking Museum Art Objects	
	Session 5.1	EX 218
	Session 5.2	EX 233
	Session 5.3	EX 246
	<b>Tutorial 6: Managing Multiple Worksheets and Workbooks</b>	EX 281
	Summarizing Ticket Sales	
	Session 6.1	EX 282
	Session 6.2	EX 295
	Session 6.3	EX 310
	<b>Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering</b>	EX 337
	Reviewing Employee Data	
	Session 7.1	EX 338
	Session 7.2	EX 353
	Session 7.3	EX 373
	<b>Tutorial 8: Developing an Excel Application</b>	EX 393
	Creating an Invoice	
	Session 8.1	EX 394
	Session 8.2	EX 407
	Session 8.3	EX 420

### Level III Tutorials

<b>Tutorial 9:</b> Developing a Financial Analysis Working with Financial Tools and Functions	EX 457
Session 9.1	EX 458
Session 9.2	EX 476
Session 9.3	EX 489
<b>Tutorial 10:</b> Performing What-If Analyses Analyzing the Cost-Volume-Profit Relationship	EX 517
Session 10.1	EX 518
Session 10.2	EX 538
Session 10.3	EX 549
<b>Tutorial 11:</b> Connecting to External Data Importing Financial Data from Several Sources	EX 575
Session 11.1	EX 576
Session 11.2	EX 592
Session 11.3	EX 612
<b>Tutorial 12:</b> Expanding Excel with Visual Basic for Applications Analyzing Weather Data	EX 639
Session 12.1	EX 640
Session 12.2	EX 652
Session 12.3	EX 669

### College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

### Academic Adjustments for Students with Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities. BMCC is committed to providing equal access to all programs and curricula to all students.

### BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's web site, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).