

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**  
**City University of New York**  
**Department of Computer Information Systems**

**Title of Course: Introduction to Spreadsheet Applications**  
**CIS 140      Spring 2012**  
**Credit: 3**

**Class hours: 2**  
**Lab hours: 2**

**Course Description:**

This course will introduce the students to spreadsheet concepts and applications by 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, statistical applications. Through a series of projects, students will create, analyze and evaluate analytical reports and graphic charts. Students will be able to write macros.

**Pre-requisites:** Basic Skills: MAT012/051, ACR094, ENG088, ESL062 or department approval.

**Students Learning Outcomes and Assessment:**

- **Outcome:** Define the features of a spreadsheet package  
**Assessment:** Homework assignments
- **Outcome:** Describe the general problem solving potential of spreadsheet techniques  
**Assessment:** Exam
- **Outcome:** Interpret macros programming  
**Assessment:** Programming projects
- **Outcome:** Apply the knowledge of the package and the spreadsheet techniques to a variety of problems  
**Assessment:** Lab projects
- **Outcome:** Create, analyze graphical charts  
**Assessment:** Lab Projects
- **Outcome:** Prepare, evaluate analytical report  
**Assessment:** Lab Projects

**General Education Outcomes and Assessment:**

- **Communication Skills** - Students will write, read, listen and speak critically and effectively.  
**Assessment:** Homework assignments
- **Quantitative Reasoning** - Students will use quantitative skills, and mathematics method to solve problems.  
**Assessment:** Lab projects
- **Information & Technology Literacy** - Students will collect, evaluate and interpret information and effectively use information technologies.  
**Assessment:** Exams

### **Required Text:**

Text: **New Perspectives on Microsoft Office Excel 2007-Comprehensive**  
Author: **June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey**  
Publisher: **Course Technology**  
ISBN: **1-4239-0585-7**

### **Other Resource:**

Storage Media – flash drive (recommended) or CD as needed.

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

### **Evaluation & Requirements of Students:**

Midterm	25%
Final Exam	35%
Homework Assignment	10%
Lab Projects	10%
Programming Projects	10%
Instructor Evaluation	10%
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Total:	100%

### **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 Adjustment for Students with Disabilities:**

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Student 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 website, [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu). For further information on integrity and behavior, please consult the college bulletin (also available online).

## **Outline of Topics:**

### Week 1 Getting Started with Excel

- Introducing Excel
- Working with Cells and Cell Ranges

### Week 2 Formatting a Workbook

- Formatting Workbooks
- Formatting a Worksheet Report

### Week 3 Working with Formulas and Functions

- Understanding Cell References When Copying Formulas
- Working with AutoFill

### Week 4 Working with Charts and Graphics

- Creating Charts
- Creating a Line Chart

### Week 5-6 Getting Started with Excel Tables, PivotTables, and Pivot Charts

- Planning a Structured Range of Data
- Filtering Data
- Analyzing Data with PivotTables
- Midterm Exam

### Week 7 Managing Multiple Worksheets and Workbooks

- Using Multiple Worksheets
- Linking Workbooks
- Creating a Hyperlink

### Week 8 Using Advanced Functions, Conditional Formatting, and Filtering

- Working with Logical Functions
- Using Lookup Tables and Functions
- Using Advancing Filtering

### Week 9 Developing an Excel Application

- Planning an Excel Application
- Validating Data Entry
- Working with Macros

### Week 10 Developing and Analyzing Workbooks

- Evaluating Tools and Functions
- Projecting Statements in an Excel Workbook
- Working on Project Worksheet Based on Their Projections

### Week 11 Performing What-If Analyses

- Understanding CVP Analysis
- Using Scenario Manager

- Understanding Price Elasticity of Demand

Week 12-13 Connecting to External Data

- Examining Data Sources
- Introducing Databases and Queries
- Creating a Web Query

Week 14 Excel with Visual Basic for Applications

- Developing an Excel Application
- Introducing Visual Basic for Applications
- Working with Conditional Statements

Week 15 Final Exam