

**ITSW 2434 (4:3:2)**

**Advanced Spreadsheets**

**Computer Information Systems Department**

**Technical Education Division**

**South Plains College**

**Levelland**

**Charlene Perez**

**Spring 2016**

## COURSE SYLLABUS

COURSE TITLE: Advanced Spreadsheets  
INSTRUCTOR: Charlene Perez  
OFFICE LOCATION: Technology Center Room 209  
AND PHONE: (806) 894-9611 ext. 2253 or (806) 716-2253  
Text: (507) 697-1050  
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OFFICE HOURS: Posted (check my office door and Blackboard)

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### Course Competencies:

Upon successful completion of this course, the student will be proficient in:

- Create and design macros
- Use data analysis features
- Develop solutions using linked worksheets

### Required Materials:

#### Textbook:

*Exploring: Microsoft Excel 2013, Comprehensive, Poatsy, Mulbery, Davidson, Grauer, Published by Prentice Hall, @2014*  
*ISBN: 978-0-13-341218-5 (book only)*  
*ISBN: 978-0-133-88409-8 (book bundle bookstore)*  
**Book is recommended but not required.**

*MyITLab with Pearson eText- Access Code- for Exploring with Office 2013, Prentice Hall Publishing, New Jersey 07458.*  
*Included in the SPC bookstore bundle*  
*ISBN: 978-0-133-77507-5 (card only at SPC bookstore)*  
*Can be purchased through MyITLab*

### Storage:

Flash Drive or on-line storage

**Grading Policy:** Two to Three major exams will be given and one major project will be assigned. The course grade will be computed as follows:

Major exam average:	30%
Class work / Labs / Assignments	40%
Daily Quiz	10%
Major Project	20%

**Attendance Policy:** Regular attendance is very important in this course. A student will be dropped from class after four (4) absences, or if the instructor feels that the objectives of the class cannot be met because of excessive absence from class. Students who exceed the maximum number of absences after the last drop date will receive a grade of “F”.

**Assignment Policy:** Assigned chapters are to be read prior to coming to class. Lab assignments will be given throughout the class and they will be worked on during class and during open lab times. Late assignments will be accepted at the discretion of the instructor. Exam dates: To be announced. If a student misses an exam, it is the student’s responsibility to contact the instructor as soon as possible. It will be at the discretion of the instructor whether or not to allow a makeup exam.

**Labs:** Students may do assignments at the SPC computer lab or at home/work if you have the exact software programs and exact version of the software as used at SPC.

**Arranged labs:** An arranged lab of two (2) hours per week is considered a requirement of this class. The student is responsible for completing class and homework assignments as assigned by the instructor.

**Open computer lab:** The Open Computer Lab is located in Technology Center and is available to all students, with priority given to those students enrolled in computer classes.

**The hours of operation are:**

**Monday-Thursday 8:00 a.m. – 8:30 p.m. Friday 8:00 a.m. – 4:00 p.m.**

**Lab assistants are available to help you.**

**Special Services:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

**Equal Opportunity:** South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

**Electronic Assignments:** This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of the class. Topics assigned by the instructor will be relevant to the objectives of the course.

**Disclaimer:** This is to notify you that the materials you may be accessing in the chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for date, information or opinions expressed in these forums.

## COURSE OUTLINE

Time line is an estimate and subject to change.

Time	Topic	Reference
Week 1	<ul style="list-style-type: none"> <li>• Class introduction</li> </ul>	
Week 2	<ul style="list-style-type: none"> <li>• Chapter 1: Introduction to Excel</li> <li>• Chapter 2: Formulas and Functions</li> </ul>	<ul style="list-style-type: none"> <li>• 83 - 141</li> <li>• 157 - 197</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Chapter 3: Charts</li> <li>• Chapter 4: Datasets and Tables</li> </ul>	<ul style="list-style-type: none"> <li>• 215 - 253</li> <li>• 265 - 315</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• First Exam Review</li> <li>• First Exam</li> </ul>	Chapter 1 - 4
Week 5	<ul style="list-style-type: none"> <li>• Chapter 5: Subtotals, PivotTables, and PivotCharts</li> </ul>	<ul style="list-style-type: none"> <li>• 327 - 365</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>• Chapter 6: What-If Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• 377 - 408</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Chapter 7: Specialized Functions</li> </ul>	<ul style="list-style-type: none"> <li>• 421 - 450</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• Second Exam Review</li> <li>• Second Exam</li> </ul>	Chapter 5-7
Week 9	<ul style="list-style-type: none"> <li>• Chapter 8: Statistical Functions</li> </ul>	<ul style="list-style-type: none"> <li>• 465 - 493</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• Chapter 9: Multiple-Sheet Workbook Management</li> </ul>	<ul style="list-style-type: none"> <li>• 505 - 539</li> </ul>
Week 11	<ul style="list-style-type: none"> <li>• Chapter 10: Imports, Web Queries, and XML</li> </ul>	<ul style="list-style-type: none"> <li>• 553 - 581</li> </ul>
Week 12	<ul style="list-style-type: none"> <li>• Third Exam Review</li> <li>• Third Exam</li> </ul>	Chapter 8 - 10
Week 13	<ul style="list-style-type: none"> <li>• Chapter 11: Collaboration and Workbook Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• 593 - 632</li> </ul>
Week 14	<ul style="list-style-type: none"> <li>• Chapter 12: Templates, Styles, and Macros</li> </ul>	<ul style="list-style-type: none"> <li>• 643 - 679</li> </ul>
Weeks 15	<ul style="list-style-type: none"> <li>• Final Exam</li> </ul>	