**COLLIN COLLEGE**

**COURSE SYLLABUS**

Course Information

**Course Number**: ITSW 1304

**Course Title:** Introduction to Spreadsheets- Excel

**Course Description:** Instruction in the concepts, procedures, and application of electronic
spreadsheets.

**Course Credit Hours:** 3
 Lecture Hours: 2
 Lab Hours: 2

**Student Learning Outcomes:**

* **State-mandated Outcome:** Upon successful completion of this course, students will:
	1. Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.
* **Additional Collin Outcomes**: Upon successful completion of this course, students will:
1. Demonstrate competency in describing key terms and concepts of a spreadsheet software.
2. Demonstrate competency designing and creating a worksheet using spreadsheet software.
3. Demonstrate competency working with formulas and functions.
4. Demonstrate competency creating charts and graphics using spreadsheet software.
5. Demonstrate competency working with lists using spreadsheet software.
6. Demonstrate competency working with advanced functions of spreadsheet software which may include; working with multiple worksheets, using Solver for complex problems, importing data into excel, and creating pivot tables

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook.*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

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