

Northwest Arkansas Community College
Business & Computer Information Division

Discipline Code

CISM

Course Number

1503

Course Title

Spreadsheet Analysis

Catalog Description

(F, On Demand) Advanced utilization of Window-based spreadsheet software used in the production of business-related spreadsheets using financial and mathematical functions. Emphasis will be given to the development and manipulation of complex functions and function sets to achieve the desired goal. Prerequisites: CISQ 1103

Prerequisites

CISQ 1103

Credit Hours

3 credit hours

Contact hours

45 lecture/lab contact hours

Load hours

3 load hours

Semesters Offered

F, On Demand.

ACTS Equivalent

N/A

Grade Mode

A-F

Learning Outcomes

Students completing this course will:

- Perform calculations to solve complex problems by using advanced formulas & functions.
- Develop effective worksheets by using formatting features to make data more readable & informative.
- Maintain & summarize data by creating & modifying tables & pivot tables
- Create & edit charts for better interpretation of trends & relationships.
- Plan & design a workbook for analyzing use and audience, in addition to the reports & queries needed to produce end result.
- Consolidate multiple worksheets & workbooks by linking to save time & accurately summarize data by using external references.
- Automate worksheet tasks by creating & editing macros using VBA & templates.
- Convert workbooks into web pages for sharing of information.
- Ensure workbook data by using auditing tools used to track formulas & trace errors.
- Simulate decision making by creating what-if analysis, scenario management, goal seek & solver.
- Integrate workbooks by connecting to external data sources such as the internet, text files, and database files for data sharing & file linking.

General Education Outcomes Supported

- Students develop higher order thinking skills
- Students can use computer proficiently

Standard Practices

Topics list

- Getting Started with Excel
- Formatting a Worksheet
- Working with Formulas & Functions
- Working with Charts & Graphics
- Working with Excel Tables, Pivot Tables & Pivot Charts
- Managing Multiple Worksheets & Workbooks
- Using Functions, Conditional Formatting & Filtering
- Developing an Excel Application
- Developing a Financial Analysis
- Performing a What-If Analysis
- Connecting to External Data
- Expanding Excel with Visual Basic for Applications

Learning activities

Assignments, Projects, Case Problems, Quizzes, Capstone Projects, Exams

This course requires additional work that may need to be completed out of class or in a virtual or on-campus lab.

Assessments

Capstone Projects

Grading guidelines

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 & below