CSIT 132
Comprehensive Spreadsheets
3 Credits

Community College of Baltimore County
Common Course Outline

Description

CSIT 132 – Comprehensive Spreadsheets: offers a comprehensive study of spreadsheets to organize, analyze, summarize, and present data for professional and personal use.

Pre-requisites: CSIT 101 or permission of the program coordinator

Overall Course Objectives

Upon completion of this course, students will be able to:

1. create a workbook;
2. format workbooks and worksheets;
3. create tables to sort, filter, and query data;
4. modify tables;
5. utilize functions and formulas to calculate data accurately;
6. format cells and ranges of cells;
7. create charts that represent data effectively;
8. modify charts;
9. summarize data visually using tools such as sparklines and conditional formatting;
10. manipulate data using tools such as pivot tables, pivot charts, and macros; and
11. troubleshoot workbook and worksheet issues.

Major Topics

I. Manage worksheets and workbooks
   a. Import data into workbooks
   b. Format worksheets and workbooks
   c. Customize worksheet options and views
   d. Configure workbooks for collaboration

II. Manage data cells and ranges
   a. Manipulate data in worksheets
   b. Format cells and ranges
   c. Summarize data visually

III. Manage tables and table data
   a. Create and format tables
   b. Modify tables
   c. Filter and sort table data

IV. Perform operations by using formulas and functions
   a. Use relative, absolute, and mixed references
   b. Calculate and transform data using formulas and functions

V. Create, modify, and format charts
VI. Inspect workbooks and worksheets and troubleshoot issues

Course Requirements

Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- three quizzes
- three capstone projects
- two exams, one of which must be a comprehensive final exam

Other Course Information

This course helps prepare students for a Microsoft Excel certification exam.

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