THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE

Course Number/Title: CSA K135-TLC   Spreadsheet Applications

Prof. George Volkov   Fall 2007
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Lecture: 2 hrs   Laboratory: 1 hrs   Credits: 3 hrs   Contact: 3 hrs

Course Description: This course is designed to deliver the beginning, intermediate, and advanced capabilities of Microsoft Excel in a hands-on teaching environment. Topics range from the basics of creating, editing, and formatting a spreadsheet; creating charts; absolute and relative addressing in formulas and functions; and Object Linking and Embedding to creating and using a worksheet database list management; linking workbooks; creating templates; and recording macros.

Method: Lecture and Lab using the PCs.

Text: Microsoft Office Excel 2003, Revised Edition - by R. Grauer and M. Barber
       Other related text sources.

Prerequisite: CSA K101 or CSA K105 or ACC K125 and MAT K095 or acceptable placement
               score, or permission of the instructor.

COURSE TOPIC/CONTENT

Getting Started with Microsoft Windows XP (page 733)

Microsoft Excel 2003:

   Chapter 1: Introduction to Microsoft Excel: What Is a Spreadsheet?
   Chapter 2: Gaining Proficiency: The Web and Business Applications
   Chapter 3: Graphs and Charts: Delivering a Message
   Chapter 4: Using Spreadsheets in Decision Making: What If?
   Chapter 5: Consolidating Data: Worksheet References and File Linking
   Chapter 6: Financial Analysis: Forecasting, Rate of Return and Amortization
   Chapter 7: List and Data Management: Converting Data to Information
   Chapter 8: Data Analysis: A Capstone Chapter
   Chapter 9: Automating Repetitive Tasks: Macros and VBA
   Chapter 10: A Professional Application: An Enhanced Amortization Schedule
   Chapter 11: Extending VBA: Processing Worksheets and Workbooks
   Getting Started with VBA: Extending Microsoft Office 2003 (page 669)