

HIBBING COMMUNITY COLLEGE COURSE OUTLINE

COURSE NUMBER & TITLE: CAPP 1515: Spreadsheet Applications

CREDITS: 2 (Lec 1 / Lab 1)

PREREQUISITES: None (Keyboarding skills are preferable)

CATALOG DESCRIPTION:

Spreadsheet Applications introduces the personal computer spreadsheet software used to analyze financial data. Topics include data operations, data transfer, and various calculation commands.

OUTLINE OF MAJOR CONTENT AREAS:

- I. Preparing Worksheets
- II. Inserting formulas in Worksheets
- III. Formatting Worksheets
- IV. Moving data within and between Worksheets
- V. Maintaining Workbooks by file manipulation
- VI. Creating Charts
- VII. Adding Visual Interest with Shapes and Textboxes

COURSE GOALS/OBJECTIVES/OUTCOMES:

The student will

1. describe spreadsheet operating environment.
2. prepare a spreadsheet workbook.
3. explain and demonstrate data entry procedures.
4. explain and demonstrate formula entry procedures.
5. explain and format a spreadsheet workbook.
6. describe and demonstrate cell data editing procedures.
7. demonstrate and create charts and graphs.
8. demonstrate moving data with and between multiple worksheets.
9. describe manipulation of files.
10. explain and demonstrate adding visual interest to workbooks using shapes and textboxes.

HCC COMPETENCIES MET:

Working Productively and Cooperatively

Communicating Clearly and Effectively

Thinking Creatively and Critically

STUDENT CONTRIBUTIONS:

Students are expected to attend all lectures and working sessions, participate and contribute to class discussions, complete all assignments on time and

CAPP1515

request assistance when needed. Students should spend at least four (4) hours per week preparing for class. Attendance is critical in this class.

METHODS FOR EVALUATING STUDENT LEARNING:

Evaluation methods may include but are not limited to exams, assignments, and exercises.

SPECIAL INFORMATION: (SPECIAL FEES, TEXTBOOK USED, ETC.)

Handouts and other materials will be provided in class. Textbook as directed by schedule and Instructor.

AASC APPROVAL DATE: February 10, 2016
--

REVIEW DATE: February 2021

CAPP1515:so
021016