I. **OVERVIEW**

The following information will appear in the 2010 - 2011 catalog

**OFADM 359 Introduction to Spreadsheet Software**  1 Unit

*Recommended for Success:* Before enrolling in this course, students are strongly advised to have satisfactorily completed OFADM 353.

Beginning course in the use of spreadsheet software. Features of software will be explained and demonstrated in a hands-on learning environment.

Two maximum completions.
Field trips are not required.  (A-F Only) Lecture /Lab

II. **LEARNING CONTEXT**

Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. **COURSE CONTENT**

1. **Required Content:**

   a. Introduction and orientation.
      
      i. Introduction to spreadsheets and capabilities of spreadsheet software.
      
      ii. Orientation to spreadsheet software
         
         a. Screen
         
         b. Menus, toolbars
         
         c. Navigation

   b. Features
      
      i. Introduction of basic features of spreadsheets
         
         a. Editing, saving, retrieving, opening
         
         b. Formulas, functions, number formatting, spreadsheet formatting, spreadsheet enhancement, and basic what-if analysis
         
         c. Printing and document storage
         
         d. Charts and graphs

   c. Application
      
      i. Reinforcement and application of features to the production of spreadsheets and charts.
a. Production of spreadsheets using features of software

b. Application of features, saving time features, automated features in spreadsheet creation, and chart production

Second completion enables students to use current versions of industry-standard software. As software is periodically updated, major changes in functions, features and interface occur.

2. **Required Lab Content:**

a. Introduction and orientation.
   i. Introduction to spreadsheets and capabilities of spreadsheet software.
   ii. Orientation to spreadsheet software
      a. Screen
      b. Menus, toolbars
      c. Navigation

b. Features
   i. Introduction of basic features of spreadsheets
      a. Editing, saving, retrieving, opening
      b. Formulas, functions, number formatting, spreadsheet formatting, spreadsheet enhancement, and basic what-if analysis
      c. Printing and document storage
      d. Charts and graphs

c. Application
   i. Reinforcement and application of features to the production of spreadsheets and charts.
      a. Production of spreadsheets using features of software
      b. Application of features, saving time features, automated features in spreadsheet creation, and chart production

Second completion enables students to use current versions of industry-standard software. As software is periodically updated, major changes in functions, features and interface occur.

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

Before enrolling in this course, students are strongly advised to have satisfactorily completed
OFADM 353.

2. **Requisite Skills**
   Before entering the course, the student will be able to:
   
   a. Demonstrate basic knowledge of computer use and have the ability to keyboard by touch

C. **HOURS AND UNITS**

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<tr>
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D. **METHODS OF INSTRUCTION (TYPICAL)**
   Instructors of the course might conduct the course using the following method:
   
   1. Individualized instruction of unit material.
   2. Assigned study of units/lesson topics.
   3. Guided practice utilizing text problems and software.
   4. Creating and/or utilization of word processing software to provide requested outcome.

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   Time spent on coursework in addition to hours of instruction (lecture hours)
   
   a. Study for weekly quizzes
   b. Daily reading of course material
   c. Weekly completion of concepts review at the end of each unit
   d. Daily completion of unit assignments

2. **EVIDENCE OF CRITICAL THINKING**
   Assignments require the appropriate level of critical thinking
   
   a. Given a situation student is required to apply basic principles and procedures to create, a spreadsheet on their own that they would find useful in their everyday life, such as a check register, bank reconciliation, household budget, or loan analysis, etc.
   b. Given an employer request, student will analyze and decide what content will be necessary for design of a spreadsheet to achieve requested results.

F. **TEXTS AND OTHER READINGS (TYPICAL)**

III. **DESIRED LEARNING**

A. **COURSE GOAL**
   As a result of satisfactory completion of this course, the student should be prepared to:

   apply the features of spreadsheet software to the creation of worksheets, charts, worksheet layout, sorting, and copying.

B. **STUDENT LEARNING GOALS**
   Mastery of the following learning goals will enable the student to achieve the overall course goal.

1. **Required Learning Goals**
   Upon satisfactory completion of this course, the student will be able to:

   a. Define a spreadsheet and differentiate between a spreadsheet and a worksheet.
   b. Identify various parts of the spreadsheet screen.
   c. List types of data that may be placed into a worksheet cell.
   d. Explain how to use labels in a worksheet.
   e. List techniques of printing various parts of a worksheet.
   f. Describe absolute and relative cell referencing.
   g. Explain and demonstrate use of the what-if analysis features of spreadsheets.
   h. Describe and explain the use of basic formulas and functions (i.e., @sum, @avg, @min, and @max).

2. **Lab Learning Goals**
   Upon satisfactory completion of the lab portion of this course, the student will be able to:

   a. Demonstrate the ability to navigate through worksheet using commands, menus, and keystrokes.
   b. Demonstrate use of automated features of spreadsheet software for ease in the creation of worksheets (i.e., auto fill, auto sum, auto correct, auto format).
   c. Demonstrate the ability to create a simple graph from a worksheet.
   d. Demonstrate the ability to move, copy, cut, or paste the contents of a cell.
   e. Demonstrate the ability to insert and delete a row or a column in a worksheet.
   f. Demonstrate ability to use range names in cell referencing.
   g. Demonstrate the ability to sort data by various criteria in a worksheet.
   h. Show how to add headers and/or footers to worksheets.
   i. Create chart to accurately display data.
   j. Plan, create, and modify a spreadsheet.
   k. SECOND COMPLETION
   l. Demonstrate use of additional features in various software.
IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT
   1. Homework assignments
   2. Quizzes
   3. Exams

B. SUMMATIVE ASSESSMENT
   1. Final project
   2. Comprehensive exam