**CSCI 1120 – Advanced Spreadsheets**

Credits: 3 Section: \_\_\_\_ Term: \_\_\_\_\_\_\_

**Location & Meeting Time**

Classroom location:

Class Meeting Schedule:

**Contact Information**

**Instructor:**   
**Email:**   
**Phone: (**423) 439-  
**Office:**

**Instructor Availability**

Office Hours:

**Course Description & Materials**

*Prerequisites*: C- or better in CSCI 1100  
Presents various advanced functions and commands within spreadsheet software while building the skills needed to plan, create, and program spreadsheets for common business applications. These topics benefit a broad audience who require a strong familiarity with business spreadsheet applications.

**Required Materials**

[enter textbook, software, tool etc]

**Course Overview**

**Course Purpose and Objectives**

The purpose of this course is to prepare students to analyze data and solve real-life business problems while developing their competence in designing complex spreadsheets. This course builds students' skills in extracting and organizing data--key skills needed in contemporary work in a wide variety of applications.

The objectives for offering this course are to:

* Prepare students with advanced data manipulation skills demanded by employers and in advanced coursework.
* Equip students to use data to improve business-related decision making.
* Prepare students to excel in a data-centered business environment.

**Expected Learning Outcomes**

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| --- | --- |
| Upon completion of the course, students will:   1. Use spreadsheets software for business data analysis 2. Describe the role of requirements gathering in complex spreadsheet design. 3. Select the correct charts and graphs to communicate data effectively to an intended audience. 4. Implement teams using spreadsheet collaboration tools.   **Major Course Topics**   |  | | --- | | * Spreadsheet design, construction, and formatting * Working with calculations * Working with and analyzing data sets * Data visualization * PivotTables and PivotCharts * Working with VB and Macros * Collaboration tools in Excel * Business intelligence analysis * Forecasts and visualizations | |

**Course Policies**

**Attendance**

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| Regular on-time class attendance and participation in class and labs is expected. Students arriving late create a distraction for other students and waste their time. Respect for others requires one to be in place and ready to begin at the scheduled time. For lab classes, this means one should be logged in and ready to begin at the designated class starting time.  For class sessions where quizzes are given, quizzes will typically begin at the designated class starting time and will be available for students for the first 5 minutes of class. Students arriving late will be unable to take the quiz and will receive a score of 0 on the missed item.  When students miss class, it is their responsibility to find out what material they missed and be prepared for upcoming class elements. Students missing days when homework or lab assignments are given should consult other students or refer to Desire2Learn for assignment requirements. Due dates are not adjusted for absentees.   |  |  | | --- | --- | | Absences | Grade Deduction | | 0 – 3 | None | | 4 – 6 | Final Grade lowered by one letter grade (i.e. A to B, B- to C-) | | 7 or more | Final letter grade of F for the course | |

**Assignment and Grading**

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**Other**

**Syllabus Attachment Information**: The University’s approved Syllabus Attachment Information page provides information about important University and Academic Policies that all students should know. <https://www.etsu.edu/curriculum-innovation/syllabusattachment.php>