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CRT 180T.01: Spreadsheets

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Olson, Sue, "CRT 180T.01: Spreadsheets" (2004). *University of Montana Course Syllabi*. 4388.
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THE UNIVERSITY OF MONTANA
MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

COURSE NUMBER AND TITLE: CRT 180 SPREADSHEETS

DATE REVISED: Fall 2004

SEMESTER CREDITS: 3

CONTACT HOURS PER SEMESTER:

Lecture hours per week: 2

Lab hours per week: 2

PREREQUISITES: *CRT 101 or CRT 103T and MAT 100T or MAT101T*

FACULTY: Sue Olson

E-Mail: sue.olson@umontana.edu

Phone: 243-7807

Office: AD11B

Office Hours: By appointment

RELATIONSHIP TO PROGRAM(S):

Use of technology to compile and analyze data, and to make decisions using Microsoft Excel software in order to accomplish various business tasks. Skill development using spreadsheets; emphasis is on business problem-solving as well as format and design of applications. This class is utilized to prepare graduates for using spreadsheets in a variety of entry-level business positions.

COURSE DESCRIPTION: Emphasis on the use of the spreadsheet, graphics, and database to solve quantitative business problems. Includes projects relating to data and lists and graphs/charts.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will be able to:

1. Create, format, modify and print workbooks by entering, correcting, and editing data.
2. Use the toolbars and icons to perform spreadsheets tasks.
3. Design, create and print charts.
4. Develop, sort and manage databases.

5. Select functions to evaluate business problems.
6. Design spreadsheets to solve technical problems.
7. Link workbooks and worksheets.
8. Distinguish when to use relative vs. absolute referencing.

REQUIRED TEXTS: *Microsoft Excel 2002 Quick Reference Guide, DDC Publishing*

SUPPLIES: Two - 3 2" high density diskette (required)

COURSE OUTLINE:

- I. Introduction to EXCEL
 - A. Mathematical operators
 - B. Cell Ranges
 - C. Copy Command
 - D. Move Command
 - E. Formatting
 - F. Financial Forecast
 - G. Series
 - H. Relative vs. Absolute
- II. Simple Income Statement Worksheets
 - A. Formulas
 - B. Links
 - C. Entitling workbooks
 - D. Footers
 - E. Page Setups
 - F. Mathematical Computations
 - G. Rules for setting up spreadsheets
 - H. Insert comments
- III. Charts
 - A. Different types
 - B. Rules
 - C. Special features
 - D. Diagrams

- IV. Functions
 - A. Definitions
 - B. Statistical
 - C. Mathematical
 - D. Logical
 - E. Financial
- V. Databases and Lists
 - A. Auto filtering
 - B. Advanced filtering
 - C. Formatting
- VI. Linking
 - A. Worksheets
 - A. Workbooks
- VII. Analyze business problems and prepare spreadsheets to analyze, compile and present solutions and what-if analysis.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Application Problems	35%
Tests/final exam	65%

Grading Scale:

90 - 100	= A
80 - 89	= B
70 - 79	= C
60 - 69	= D
59 -	= F

There will be 6 tests which will be taken using the Excel software. There will be a written final. Test and final exam points comprise approximately 65% of your final grade.

Throughout the session, you will have application problems. These points comprise approximately 35% of your final grade.

OTHER POLICIES:

You are expected to come to class. The class is designed so that each unit consists of (1) new concepts introduced through in-class lecture and hands-on practice; (2) application problems reinforcing concepts and for practice using the software; (3) an end of unit test. There is substantial class time given to work on applications. You will, however, be expected to work **outside of class** to complete some of the application problems. **ALL CELL PHONES MUST BE TURNED OFF DURING CLASS.**

Tests may not be made up unless **prior** arrangements are made. You must take the makeup test the day you return to school. **There are no exceptions to this policy. If there's a problem, call and leave a message or you have lost the chance to take that particular test.**