

DE PAUL UNIVERSITY'S SCHOOL FOR NEW LEARNING

Introduction to Spreadsheets

LeRoy Foster

Phone: (630) 575-3419

e-mail: lfoster@depaul.edu

Course Description

SW 358 is an introductory spreadsheets course using [Excel 2007](#). Topics include spreadsheet basics, formatting and printing, formulas and functions, charting, and data management. No prior knowledge of spreadsheet software is required; however a working knowledge of Windows is required.

Necessary Equipment

In addition to the textbook, you will need to use a computer on which you have Internet access **and** [Excel 2007](#) installed.

About the Instructor

I currently hold the position of Director, Business Continuity and Chief Security Officer, which includes the management of network security, security administration, business continuance, and regulatory compliance. My Masters of Computer Science was earned at the University of Chicago in 2003, and a Bachelor of Science in Business Administration was awarded from the University of Montana in 1987.

Course Prerequisites

A working knowledge of Windows, Internet experience, and software know-how are essential. You will download and use WinZip in order to compress and submit spreadsheet files.

Competencies Offered

- H-2-C:** Can identify an organizational problem and design a workbook for change based on an understanding of change theories or models.
- S-3-A:** Can understand different perspectives on the relationship between technology and society, and describe the scientific principles underlying technological innovations.
- S-3-X:** Understands and can apply principles of worksheets and workbooks to the workplace environment.
- F-X:** Understands spreadsheets issues and their relevance and application to the workplace environments

Learning Experience

- To teach the fundamentals of Excel 2007
- To emphasize the worksheet development cycle
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create worksheets
- To develop an exercise-oriented approach that allows learning by doing
- To introduce students to new input technologies

DE PAUL UNIVERSITY'S SCHOOL FOR NEW LEARNING

Textbooks and Other Required Reading Materials

- Elizabeth Eisner Reding, Lynn Wermers Microsoft Office Excel 2007, (ISBN 1-423-0534-2) available at the DePaul's Loop Campus Bookstore in the DePaul Center

Grading & Assessment		
Grades will be determined as follows for each competence:		
Labs (9)	50	points
Projects (9)	50	points
TOTAL	100	points

Weekly Schedule of Activities	
The complete schedule of all class activities (including topics, readings and due dates) will be available on course web site by early September. Here is the listing of topics that will be discussed in class (some changes to this listing may be necessary, but this is at least a representative sample)	
Project One	<i>Creating a Worksheet and an Embedded Chart</i>
Project Two	<i>Formulas, Functions, Formatting, and Web Queries</i>
Project Three	<i>What-If Analysis, charting, and Working with Large Worksheets</i>
Project Four	<i>Financial Functions, Data Tables, Amortization schedules, and Hyperlinks</i>
Project Five	<i>Creating, Sorting, and querying a List</i>
Project Six	<i>Creating Templates and Working with Multiple Worksheets and Work books</i>
Project Seven	<i>Using Macros and Visual Basic for Applications (VBA) with Excel</i>
Project Eight	<i>Formula Auditing, Data Validation, and Complex Problem Solving</i>
Project Nine	<i>Importing Data, PivotCharts, PivotTables, and Trendlines</i>