

**ITSW 1304**  
**Introduction to Spreadsheets**

**Western Texas College**

- I. Basic Course Information
  - A. Course Description: Instruction in the concepts, procedures, and application of electronic spreadsheets.
  - B. Required Prerequisite: None
- II. Student Learning Outcomes
  - A. Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.
- III. Testing Requirements
  - A. The final exam must be proctored. (ask your instructor for more details)
  - B. Students will be allowed to use the one sheet study sheet provided by instructor for the final exam
- IV. Major Course Requirements
  - A. Lab Assignments           45%
  - B. Attendance                 20%
  - C. Final                         35%
- V. Information on Books
  - A. Required Book: MyLab IT with Pearson eText -- Access Card -- for GO! with Microsoft Office 365, 2019 Edition, ISBN 9780135651261
- VI. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:
  - A. Campus Calendar
  - B. Final Exam Schedule
  - C. How to drop a class
  - D. Withdrawal Information
  - E. Student Conduct/Academic Integrity
  - F. Class Attendance
  - G. Student with disabilities
- VII. Course Content

	Logon instructions for MYITLAB & getting started with labs
Chapter 1	Creating a Worksheet and Charting Data
Chapter 2	Using Functions, Creating Tables, and Managing Large Workbooks
Chapter 3	Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
Chapter 4	Chapter 4: Creating PivotTables and PivotCharts
Chapter 5	Managing Large Workbooks and Using Advanced Sorting and Filtering

Chapter 6	Creating Charts, Diagrams, and Templates
Review	
Final	

\*\*\*Disclaimer: Assignments due to change by instructor

Last Modified: August 19, 2019