

**ITSW 2334
Advanced Spreadsheets**

Western Texas College

- I. Basic Course Information
 - A. Course Description: Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.
 - B. Required Prerequisite: None
- II. Student Learning Outcomes
 - A. Create and design macros; use data analysis features; and develop solutions using linked worksheets.
- 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% - Proctored
- 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 7	Chapter 7: Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets
Chapter 8	Chapter 8: Using the Data Analysis, Solver, and Scenario Features, and Building Complex Formulas
Chapter 9	Chapter 9: Using Macros and Visual Basic for Applications
Chapter 10	Chapter 10: External Data, Database Functions, Side-by-Side Tables, and Workbook Distribution and Collaboration

	Final Review
	Final Exam

***Disclaimer: Assignments due to change by instructor

Last Modified: October 9, 2017