I. COURSE TITLE
Spreadsheets in Office Applications

COURSE NUMBER OMSY 2040

CREDITS Three (3) Credits

II. COURSE DESCRIPTION

Application of skills in the management of electronic spreadsheets. Using the program’s tools for producing different documents and financial and statistical reports that are part of the duties of the office systems administrator. Evaluation of information for decision making. Emphasis on the effective application of the electronic spreadsheet within the context of office systems. Prerequisite: OMSY 1000 or 1101. 3 credits

This course will be offered as a Distance Learning Course

III. OBJECTIVES

1. Examine the importance of the diverse uses of the spreadsheet in the office environment as part of the functions of assistant office personnel.

2. Apply the functions of an electronic spreadsheet software in the production of financial documents.

3. Present the spreadsheet data in chart form.

4. Demonstrate the ability to work with reference material, documentation and other electronic spreadsheet related resources.

5. Evaluate spreadsheet data for decision making.

6. Apply ethical values in handling hardware, supplies and data.

7. Observe positive working habits that will enable them to adapt to the social and business environment.
IV. COURSE CONTENTS:

1. Electronic spreadsheets and its importance in decision making.
2. Identification of the Window and bars.
3. Use of the keyboard
4. Differentiate between electronic workbook and sheet.
5. Document production such as:
   a) Grade books
   b) financial reports
   c) Purchasing and sales reports
   d) inventory
   e) requisitions
   f) Payroll documents
   g) Travel reports
   h) invoices
   i) statistical reports
   j) others
6. Apply format functions in documents:
7. Enter data as text and numbers.
   a) Change cell format
   b) Select cells, columns and rows.
   c) Insert columns, insert rows
   d) Adjust the size of cells, rows or columns.
   e) Use the function of “merge” or “split”
   f) Apply color change
   g) Titles of Spreadsheets
   h) Edit while keyboarding
   i) AutoCorrect
   j) Column titles
   k) Row titles
   l) Fonts
   m) Font size
   n) “bold, italics and underline
   o) Use the name box to activate a cell.
   p) Save the electronic workbook
   q) Print the electronic workbook
   r) Print with borders and without borders
   s) Change border types in tables
   t) Open or save an electronic workbook.
   u) Use cut, copy and paste.
   v) Add sheets to the electronic workbook.
   w) Organize the spreadsheets.
   x) Use the help function.
   y) Hyperlinks, Macros and the Internet.
8. Apply formulas, functions, formats and web queries in documents.
   a) Enter formulas
      1) order of formulas
      2) change of formulas
3) autsum
4) copying fórmulas
5) range
6) determine totals, percentages, income or loss
   b) maximum, average and minimum formulas
c) Verify formulas using the Range Finder.
d) Apply format to titles.
e) Import fonts from the Web.
8. Chart production, “if analysis” and large spreadsheets
   a) Usar “drag and drop”
b) freeze cells
c) Select cells in different columns or rows.
d) Absolute reference
e) Relative reference
f) Decision making (If function)
g) Add charts in different styles.
   1) Select the type of graphics
   2) Select partial information for chart production.
   3) Appearance
h) Use the Spelling function
i) Analyze data using the “if analysis”
j) Use of the percentage and other symbols.
k) Create workbooks and save them as web pages.
l) Use of the Sort function
m) Add comments to cells
n) Print sections of the table.
o) Hide cells, rows or columns
p) Evaluate data obtained from the spreadsheet for decision making.

V. ACTIVITIES

The following activities are recommended in the development of the course:

A. Demonstrations
B. Workshops
C. Individualized instruction
D. Teamwork
E. Exercise production
F. Presentations
G. Use of tutorials
H. Use of open lab
I. Web searches
J. Others

VI. EVALUATION:
The following criteria may be used to measure the achievement of the course objectives. The professor may use other evaluation criteria she/he deems necessary.

A. Formal Production tests  
B. Short tests  
C. Daily production  
D. Miscellaneous  

40%  
15%  
35%  
10%

It is suggested that the professor uses other evaluation criteria such as: portfolio, presentations, assignments, projects and others.

Standard Curve: The use of rubrics is recommended for the evaluation of production tests.

The standard curve will be used.

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

VII. SPECIAL NOTES

A. Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor Jose Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro's Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student’s Rules and Regulations handbook.


Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student’ Rules and
Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

**C. Use of Electronic Devices**
Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

**VIII. EDUCATIONAL RESOURCES**

**SUGGESTED TEXTBOOK**

Microsoft office excel 2010: illustrated introductory
Author Elizabeth Reding. South Western Cengage Learning
ISBN 978 0538749299

**RESOURCES**

A. Articles, tutorials, courses and supplementary material.
   1. [http://www.baycongroup.com/el0.htm](http://www.baycongroup.com/el0.htm)

B. Audiovisual resources
   1. Use of the computer
   2. Films
   3. Videos
   4. Online course

**IX. BIBLIOGRAPHY**

Each campus will keep up-to-date bibliographic references. The student may use the books by interlibrary loans. The following are other suggested bibliographic references that may be used for this course:


   ISBN 978 0077331214