Introduction to Spreadsheets Course Syllabus

WESTERN GOVERNORS UNIVERSITY

Introduction to Spreadsheets

Hello, and welcome!

It's been said that data makes the world go 'round. But what good is data if it's not organized and simple to use? It would be difficult to achieve anything useful with it. That's where spreadsheets come in. By organizing data in a spreadsheet, you can store, share, manipulate, and analyze it—and in doing so, the possibilities of how you can use data are nearly endless. In this course, you will learn the fundamentals of spreadsheet development and analysis for business applications. You will explore essential spreadsheet functions and formulas. You will study tables, charts, and so much more. And with the skills gained in this course, you'll be ready to make the world go 'round.

We invite you to take a minute to learn about the course by reviewing the information that follows. This way, you will be better able to understand the expectations of the course as a whole. Then you can determine how to manage your time and efforts as you navigate through it.

You are in the right place. You belong here. You can do this!

Course Description and Competencies

WHAT TO EXPECT

In this course, you will work through four units of content. These units are broken into smaller lessons. Throughout the course, you will find readings and a variety of interactive elements. These include practice quizzes and knowledge checks to help deepen your understanding of the content. Engaging with these activities reinforces new learning. It also complements the knowledge you bring to this area of study.

This is an introductory course, and there is no prerequisite. You will demonstrate competency through an Excel-based objective assessment.

This course covers the following competencies:

1. The learner creates formatted spreadsheets, using appropriate functions to organize and present data effectively.
2. The learner applies appropriate formulas and functions to aggregate and summarize spreadsheet data.
3. The learner creates tables to summarize and analyze data to make decisions.
4. The learner creates data visualizations using charts and graphs for use in a professional setting.

Assessment

The assessment provides an opportunity to demonstrate your mastery of the competencies in this course. You may attempt the assessment two times before additional support is necessary. If you require further attempts, please contact your Course Instructor or Student Experience Specialist.

◆ **1** final exam   ◆ **1** competency unit

Course Outline

Part	Upon completion of this part, you will be able to:
Part 1: Spreadsheet Basics Unit 1: Spreadsheet Basics	A. Describe the purpose of spreadsheets and define their components B. Build, customize, and navigate a basic functional worksheet C. Define data types in a spreadsheet D. Format page setup in a spreadsheet for publication E. Sort and filter data based on values and variables
Part 2: Formulas and Functions Unit 2: Formulas and Functions	A. Examine why spreadsheet functions and formulas are necessary B. Apply spreadsheet functions to perform simple data manipulation with values in cells C. Create formulas using basic functions D. Define the purpose and uses of the audit function E. Correct formulas by identifying appropriate data and operators
Part 3: Tables and Data Analysis Unit 3: Creating Tables	A. Explain the purposes of creating and using tables B. Create a table C. Define the purpose and uses of a pivot table D. Identify the four components of a pivot table E. Summarize data using a pivot table
Part 4: Charts and Graphs Unit 4: Charts and Graphs	A. Define the uses of charts and graphs in spreadsheets B. Identify commonly used types of charts and graphs C. Display data graphically using different charting features D. Use formatting tools to modify a chart or graph

Technology Requirements

We want you to have the tools to succeed! Since this course includes at least one proctored test, please be sure to have a working microphone, speakers, and an external webcam. Unfortunately, an internal webcam (built into many laptops) is not acceptable. (Note: The external webcam is required only for exams that have proctors. You do not need one for practice tests and other non-proctored assessments.)

If you haven't already, be sure to download the *Meazure Learning Guardian* browser, which you will need for the proctoring system.

For other details about the technology you'll need, review the Computer System and Technology Requirements. If you have questions about your setup, contact support@academy.wgu.edu.

You will need Adobe Acrobat Reader DC. If you haven't already, download this free software. You may encounter an interactive form that contains fields that you can select or fill in. Review how to fill in a PDF form.

Key Contacts

Certificate Connect
(if you are enrolled in the Accounting Fundamentals Certificate)

Check out this online community to take advantage of course resources, including videos and tips from your educators. You can ask and answer questions, provide feedback on your progress, and interact with fellow students. You will find this platform in the Student Resources section of the course. Log on and do some exploring!

Tutor.com

If you need academic support, don't hesitate to contact Tutor.com. There, you have access to thousands of tutors. And they are available 24/7 from any internet-ready device. You can also benefit from instructional videos, study tools, and other assistance.

Technical Support

If you encounter technical issues, be sure to contact the Help Desk. Just submit a Support Request for assistance.

Program Support

Do you have questions about your account? Student Support has answers. They can help with billing, switching courses, and other requests. You can contact them at (888) 320-0540 or support@academy.wgu.edu.

Accommodations

WGU provides compliant and accessible learning experiences. If you require accommodation, please contact us at the start of the course. You can email support@academy.wgu.edu or call (888) 320-0540. We are committed to ensuring that all students with disabilities have equal access to WGU's services and materials. We strive to use best practices for accessibility. Our goal is to conform to existing U.S. laws. These include the Americans with Disabilities Act and Section 504 and Section 508 of the Rehabilitation Act. Our learning management system (LMS) platform is Open edX. Open edX's commitment to accessible content is published on their Website Accessibility Policy.