

COURSE SYLLABUS

Using the Open Office Suite Spreadsheet Application

Winter/Spring 2010

INSTRUCTOR: JoAnne Froemming

INSTRUCTOR'S PHONE:

E-MAIL ADDRESS:

PREREQUISITE(S): Successfully Demonstrated Knowledge and/or Successful Completion of the Following Course(s):

Introduction to Computing

Window Basics

Introduction to Open Office Suite

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class will introduce the OpenOffice.org software, Open Office Calc, a free and powerful spreadsheet program comparable to Microsoft Excel. Students will learn how to prepare and use a spreadsheet to organize, analyze and attractively present data such as budgets and household expenses. Calc allows the user to edit and format data quickly and easily, enter a series of numbers, set the width and format of columns, insert and delete rows and/or columns, and do calculations on the columns and/or rows of numbers. Standardized spreadsheet that can be used over and over can be created.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course and student demonstration of course related tasks.

C. COURSE OBJECTIVES

Objective 1: Students will successfully demonstrate the use of the Open Office suite spreadsheet application (Calc) by creating and enhancing spreadsheet documents.

Objective 2: Students will successfully demonstrate the creation, organization and presentation of a spreadsheet document.

Objective 3: Students will successfully demonstrate the process of entering a series of numbers and editing and formatting data.

Objective 4: Students will successfully demonstrate the process of setting columns and rows and setting automatic calculations for rows and columns.