Course Information
Division: Business Division
Contact Hours: 45
Total Credits: 3

Prerequisites: RDG 090 and ENGL 090 or qualifying scores on accepted placement tests.

Course Description
This course familiarizes students with electronic spreadsheets, spreadsheet graphics and data management systems. The various applications to business and general management systems will be discussed. Hands-on experience will be provided utilizing a popular spreadsheet software package such as Excel for Windows.

Course Outcomes
In order to evidence success in this course, students will be able to:

1. Identify and Recognize:
   a. components of the spreadsheet window and spreadsheet design concepts
      Linked Program Outcomes
      CIS:PC Support – Demonstrate proficiency in Microsoft Office Suite
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   b. text, data, formulas, and how to write a formula
      Linked Program Outcomes
      CIS:PC Support – Utilize basic programming skills
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   c. the various categories of functions
      Linked Program Outcomes
      CIS: Accounting/CIS and CIS:Office Professional – Perform accounting functions and applications in both a “manual” and a computerized environment
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   d. the major types of charts
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   e. the elements of a list
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   f. various smart icons
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   g. definitions from a list of glossary terms relative to spreadsheets
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   h. cell references to other work sheets
Course Outcome Summary

CIS109 – Spreadsheet Software

CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   i. workbook templates
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   j. editing and web tools
   k. validation rules.

2. Demonstrate and Practice:
   a. enter data into a worksheet cell, edit the contents of a worksheet cell, write formulas using operators and functions
      Linked Program Outcomes
      CIS:PC Support – Demonstrate proficiency in Microsoft Office Suite
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   b. insert and delete rows and columns, insert borders around cells, format a worksheet, change column widths and row heights
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   c. spell check a worksheet, audit formulas
      Linked Program Outcomes
      CIS: Accounting/CIS – Prepare, analyze, and interpret financial statements and reports for service, merchandising, and manufacturing companies.
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   d. print all or a portion of a worksheet, define and print a chart, create and print a worksheet group
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   e. work with lists, compute statistics on selected records, freeze column or row labels
      Linked Program Outcomes
      CIS: Accounting/CIS and CIS:Office Professional – Perform accounting functions and applications in both a “manual” and a computerized environment
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.
   f. record and edit macros
      Linked Program Outcomes
      CIS:PC Support – Utilize basic programming skills
   g. perform what-if analysis, use advanced spreadsheet tools
      Linked Program Outcomes
      CIS:PC Support – Demonstrate proficiency in Microsoft Office Suite
   h. use data tables, and create 3D cell references.
      CIS:Office Professional – Create and prepare spreadsheets, presentations, and databases using office software applications.