



## 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



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.