



Division: Business **Area:** Computer Information Systems
Course Number: CIS 109 **Course Name:** Spreadsheet Software
Prerequisite: ENGL 090 and RDG 090 or qualifying scores on accepted placement tests
Co-requisite: None
Hours Required: Class: 45 **Lab:** **Credits:** 3

Course Description/Purpose

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.

Major Units

- The Worksheet
- Formulas and Functions
- Changing the Worksheet Appearance
- Printing the Worksheet
- Charts and Graphics
- Lists
- Working with Multiple Worksheets and Workbooks
- Editing Tools and Web Tools
- Macros
- Data Tables
- Problem Solution Tools
- What-if Analysis

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive Each student will be expected to *Identify/Recognize...*

- components of the spreadsheet window
- spreadsheet design concepts
- text, data and formulas
- the various categories of functions
- the major types of charts
- how to write a formula
- the elements of a list
- various smart Icons
- definitions from a list of glossary terms relative to spreadsheets
- cell references to other work sheets
- workbook templates
- editing and Web tools
- validation rules

Performance Each student will be expected to *Demonstrate/Practice...*

- enter data into a worksheet cell
- edit the contents of a worksheet cell
- write formulas using operators and functions
- insert and delete rows and columns
- insert borders around cells
- format a worksheet
- change column widths and row heights
- Spell Check a worksheet
- audit formulas
- print all or a portion of a worksheet
- define and print a chart
- work with lists
- compute statistics on selected records
- freeze column or row labels
- record and edit macros
- create and print a worksheet group
- perform what-if analysis
- use advanced spreadsheet tools
- use data tables
- create 3D cell references

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