COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Revised by Jeff Rhode   September, 2006
Revised by: S. Rencher and D. Bowman   Date: Fall 2010
Status: Permanent

A.   <u>Identification</u>:
       1.   Subject Area: Computer Information Systems
       2.   Course Number: CIS 123
       3.   Course Title: INTRODUCTION TO SPREADSHEETS
       4.   Credit Hrs: 3
       5.   Catalog Description
            Concepts and capabilities of electronic spreadsheet software using Microsoft Excel through extensive hands-on experience. Students will gain the necessary knowledge and skills to: create, edit, and format worksheets and charts. Students will gain experience with sensitivity analysis using formulas, functions, lists, integration, macros, and VBA. No prerequisites, basic file management skills are helpful. Three lecture. May be taken for S/U credit.

B.   <u>Course Goals</u>:
       To provide students with necessary knowledge and skills to become competent users of MS Excel spreadsheet software in order to analyze and present numerical and financial data in a way that improves decision-making.

C.   <u>Course Outcomes</u>:
       Students will:
       1. Efficiently create, save, and print spreadsheet workbooks
       2. Format worksheets and charts for clarity and emphasis
       3. Create and use simple and complex formulas and functions
       4. Use various charts to emphasize points and present information
       5. Create and edit lists
       6. Perform sensitivity analysis with MS Excel
       7. Integrate spreadsheet data and charts with other office applications
       8. Demonstrate the ability to use relative, mixed and absolute cell references appropriately
       9. Create and edit macros and VBA subprocedures and custom functions

D.   <u>Course Outcomes Assessment</u>:
       Assessment will include:
       1. Pre and Post Test assessing terminology
       2. Final Practical Exam covering summary of all software functions

E.   <u>Course Content</u>:
       Will Include:
       1. Spreadsheet navigation

2. Sensitivity analysis
3. Create, save, print, and edit worksheets and charts
4. Use of formulas, functions, and order of operations for calculations
5. Format, sort, and enhance worksheets and charts for emphasis
6. Relative, mixed, and absolute cell references in calculations
7. Data list features including filters, subtotal, and pivot tables
8. OLE (object linking and embedding) and integration with other office appilcations
9. Macros and VBA