

North Hennepin Community College

CIS 1520: Spreadsheets

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces students to the problem solving capabilities of Microsoft Office Excel spreadsheet software. Students will plan and format spreadsheets and analyze data. Topics covered include worksheet formatting; charting data; and using formulas and functions to perform calculations and analyze data. Hand on exercise will give the opportunity to apply these concepts. Knowledge of the keyboard is recommended for this course. Microsoft Office Excel will be used. Check with your instructor for the software edition that will be used.

B. COURSE EFFECTIVE DATES: 08/27/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Learn problem solving capabilities of spreadsheet software.
2. Develop basic spreadsheet skills of planning, formatting, and analyzing data.
3. Create a chart depicting the spreadsheet information
4. Use formulas and functions in a spreadsheet to perform calculations and analyze data.

D. LEARNING OUTCOMES (General)

1. Explain the purpose, functions and features of spreadsheet software. (Business Department Goal 1c: Demonstrate the use of up-to-date technology and computer applications, Business Department Goal 2b: Access and evaluate information effectively, Business Department Goal 2a: Formulate solutions t business problems using facts, logic, creativity, and values, Business Department Goal: Solve mathematical problems related to business operations, NHCC Core Ability Critical Thinking)
2. Design a working spreadsheet with formulas, functions, and include a chart to present the data. (Business Department Goal 1c Demonstrate the use of up-to-date technology and computer applications, Business Department Goal 2b: Access and evaluate information effectively, Business Department Goal 2a: Formulate solutions t business problems using facts, logic, creativity, and values, Business Department Goal: Solve mathematical problems related to business operations, NHCC Core Ability Critical Thinking)
3. Describe the criteria for making good business decisions using spreadsheet software (examples: salary, markups, costs, etc.). (Business Department Goal 1c Demonstrate the use of up-to-date technology and computer applications, Business Department Goal 2b: Access and evaluate information effectively, Business Department Goal 2a: Formulate solutions t business problems using facts, logic, creativity, and values, Business Department Goal: Solve mathematical problems related to business operations, NHCC Core Ability Critical Thinking)
4. Learn problem solving capabilities of spreadsheet software. (Business Department Goal 1c: Demonstrate the use of up-to-date technology and computer applications, Business Department Goal 2b: Access and evaluate information effectively, Business Department Goal 2a: Formulate solutions t business problems using facts, logic, creativity, and values, Business Department Goal: Solve mathematical problems related to business operations, NHCC Core Ability Critical Thinking)
5. Develop basic spreadsheet skills of planning, formatting, and analyzing data. (Business Department Goal 1c Demonstrate the use of up-to-date technology and computer applications, Business Department Goal 2b: Access and evaluate information effectively, Business Department Goal 2a: Formulate solutions t business problems using facts, logic, creativity, and values, Business Department Goal: Solve mathematical problems related to business operations, NHCC Core Ability Critical Thinking)
6. Create a chart depicting the spreadsheet information. (Business Department Goal 8: Demonstrate the use of up-to-date technology and computer applications, Business Department Goal 2b: Access and evaluate information effectively, Business Department Goal 2a: Formulate solutions t business problems using facts, logic, creativity, and values, Business Department Goal: Solve mathematical problems related to business operations, NHCC Core Ability Critical Thinking)

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted