SYLLABUS
PART I
EDISON STATE COMMUNITY COLLEGE
CIS 202S   SPREADSHEETS
3 CREDIT HOURS

COURSE DESCRIPTION
Comprehensive study of Windows-based spreadsheets using one or more spreadsheet software packages. The emphasis is on the creation, modification, linking and printing of business reports. Topics include spreadsheet databases, functions and formulas, macro programming and spreadsheet graphs. Prerequisite: CIS 100S or CIS 110S. Lab fee.

COURSE GOALS
The student should be able to:

Bloom's Level		Program Outcomes
2	1. Distinguish common spreadsheet terms and the concepts of spreadsheet structure, labels and values, and productivity commands.	5
5	2. Create and format spreadsheets and templates for simple problem solving.	3,4
3	3. Apply techniques to manage and use large worksheets.	3,4
5	4. Create graphs from spreadsheet data.	3,4
5	5. Construct, write and use macro programs within the spreadsheet structure.	3,4
6	6. Interpret advanced decision making features.	5

CORE VALUES
The Core Values are a set of principles that guide in creating educational programs and environments at Edison State. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE
1. Fundamentals of spreadsheet software and worksheet concepts
2. Collaboration
3. Charts
4. Formatting
5. Pivot tables
6. Large spreadsheet management
7. Spreadsheet database components
8. Macros
9. Business solutions
10. Integration