

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 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 Edison State Community College in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the core values at all levels, so that a student who completes a degree program at Edison State Community College will not only have been introduced to each value but will have had them reinforced and refined at every opportunity.

**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