

Date Adopted: \_\_\_\_\_

Date Reviewed: Aug 2015

Date Revised: Aug 2015

## **CIS 113      Spreadsheet Applications Software**

### **I. CIS 113 Spreadsheet Software Applications– 3 Semester Hours**

#### **II. Course Description**

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets.

#### **III. Prerequisite**

CIS 146 or spreadsheet experience

#### **IV. Textbook**

Textbook: New Perspectives on Microsoft Office Excel 2013 Comprehensive

Publisher: Course Technology

Author: Parsons, Oja, Ageloff and Carey

#### **V. Course Objectives**

1. Explain the system and hardware associated with spreadsheet applications.
2. Create basic spreadsheets.
3. Modify existing spreadsheets.
4. Perform formatting functions associated with spreadsheets.
5. Use formulas and functions to enhance spreadsheets.
6. Create graphs and charts.
7. Use lists manage data within a spreadsheet.
8. Consolidate and organize multiple spreadsheets.
9. Audit, collaborate and create templates.

#### **VI. Course Outline of Topics**

1. Explain the system and hardware associated with spreadsheet applications.
  - a. Define terms associated with the computer system.
  - b. Explain the function of hardware devices.
  - c. Identify elements of the graphical user interface.
  - d. Explain the process of launching and exiting programs.
  - e. Explain various methods of file management.
2. Create basic spreadsheets.
  - a. Define terms associated with spreadsheets.
  - b. Identify parts of the spreadsheet window.
  - c. Explain the importance of planning the spreadsheet.
  - d. State various techniques for entering data in a cell.
  - e. Explain the process for various methods to edit data.
  - f. State the importance of naming and saving files.
  - g. State the purpose of templates and wizards.
3. Modify existing spreadsheets.
  - a. Explain the process of opening existing spreadsheets.
  - b. Explain various techniques to navigate through spreadsheets.
  - c. State the purpose of selected advanced editing features.
  - d. Explain the difference between save and save as functions.
  - e. Explain the process of printing spreadsheets.

4. Perform formatting functions associated with spreadsheets.
  - a. Describe the various formatting features common to spreadsheets.
  - b. State the function of various formatting features common to spreadsheets.
  - c. State the steps for implementing various formatting features.
5. Use formulas and functions to enhance spreadsheets.
  - a. Explain the process of using different methods to create formulas.
  - b. Explain the process of entering functions.
  - c. Explain relative, absolute, and mixed cell references.
  - d. Explain various categories of spreadsheet functions.
  - e. Explain conditional formatting.
  - f. Explain the process for viewing and printing formulas.
6. Create graphs and charts.
  - a. Define types of graphs and charts.
  - b. Differentiate between the uses of various types of graphs and charts.
  - c. Identify graph and chart data source.
  - d. Explain the process of implementing selected graph and chart options.
  - e. Explain the process of embedding a graph or chart in a spreadsheet.
  - f. Explain the process of creating a graph or chart as a separate spreadsheet.
  - g. Explain selected graphic toolbar features.
  - h. Explain the process of printing graphs and charts.
7. Use lists manage data within a spreadsheet.
  - a. Define terms associated with lists and data management.
  - b. Explain the process of creating a list.
  - c. Explain various techniques for maintaining a list.
  - d. Explain the process of sorting data.
  - e. Explain various database functions within a list.
  - f. Explain the process of creating subtotals.
  - g. Explain pivot tables and charts.
8. Consolidate and organize multiple spreadsheets.
  - a. Explain consolidating data.
  - b. Explain how to add 3-D references to formulas and functions.
  - c. Explain the process of grouping spreadsheets.
  - d. Explain the process of linking spreadsheet files.
9. Audit, collaborate and create templates.
  - a. Explain the process of auditing formulas and functions.
  - b. Explain the use of various collaboration tools for enhancing and managing data within a spreadsheet.
  - c. Explain the process of creating and using templates.

## **VII. Evaluation and Assessment**

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a

violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

#### **X. Americans with Disabilities**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).