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| **ELEMENT** | **CONTENT** |
| DEPARTMENT | BUS |
| AUTHOR (S) |  |
| COURSE NUMBER | **CIS 1050** |
| COURSE TITLE | **Introduction to Spreadsheets** |
| SHORT TITLE | Intro Spreadsheets |
| COURSE LEVEL | 1000 |
| DATE CREATED |  |
| CHECKED/CHANGED | 6/6/2017 |
| PREREQUISITES |  |
| COREQUISITES |  |
| RESTRICTIONS |  |
| SPECIAL FEES | No |
| CREDITS | 1 |
| HOURS | 1 hour of lab per week |
| SEMESTER | Fall, Spring |
| COURSE DESCRIPTION | This course covers the concepts, knowledge, and skills necessary to design, create, organize, store, and utilize spreadsheets in varied settings. Students explore concepts and skills such as user-made functions, translation to graphs, using library macros, user macro development, and what-if scenarios. Students who successfully complete the course will be prepared to generate and use spreadsheets to process information rapidly in virtually any setting and should obtain the performance of a professional in the workplace. This course is conceptual in nature and includes direct application to hands-on real-world settings. |
| SUGGESTED TEXTS |  |
| OPTIONAL TEXTS |  |
| COURSE OUTCOMES |  |
| COURSE CONTENT |  |
| LAB/STUDIO OUTCOMES |  |
| LAB/STUDIO CONTENT |  |
| LECTURE CAPACITY |  |
| LAB CAPACITY | 18 |
| GRADED OR P/NP | Graded |
| EVALUATION |  |
| DELIVERY METHOD | Lab |
| ROOM REQUIREMENTS | Computer lab |
| AUTHOR’S NOTES |  |