



# Department Master Syllabus

**Camden County College**

**Blackwood, New Jersey**

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| **Course Number:**  CIS-102 | | **Course Title:**  Spreadsheets | | | |
| **Department/Program:** Computer Information Systems | | | | | |
| **Date of Review:** Click here to select a month. | | Click here to select a year. | | | |
| (This Department Master Syllabus has been examined by the program/department faculty members and it is decided that no revision is necessary at this time.) | | | | | |
| **Date of Revision:** October | | | | 2021 | |
| (This Department Master Syllabus has been examined by the program/department faculty members and it is decided a change requiring a revision is necessary at this time.) | | | | | |
| N.B. A change to the course materials alone (textbooks and/or supplementary materials) may not constitute a revision. Any other change to the items listed below on this form is considered a revision and requires approval by the department/program faculty at a department/program meeting and by the division at a Chairs and Coordinator meeting. | | | | | |
| **Credits:** 3 | | | | | |
| **Contact Hours** | **Lecture:** 3 | | **Lab:** 0 | | **Other:** 0 |
| Prerequisites: None | | | | | |
| Co-requisites: NA | | | | | |
| Course Description: This course is designed for students who will need to use spreadsheets in their career. It is a requirement for many computer fields, business field or related areas. Students will learn to use a popular spreadsheet package and learn to plan, build, test and document spreadsheets. Emphasis is placed on real life applications using a case study approach. Topics include: formulas, charts, functions, creating and using macros, examining “what-if” alternatives, worksheet databases and integrating worksheet applications. This course is taught in a room with computers. Students benefit by interacting with the lecture material. However, there are no graded or mandatory student computer exercises required during the class lecture. All hands-on assignments are completed outside of class. | | | | | |
| **Student Learning Outcomes (SLOs)**  Course specific student learning outcomes  Upon completion of this course the student will be able to:     1. Design and build a spreadsheet workbook and associated worksheets as assessed by testing, projects, assignments or other instructor requirements 2. Plan and create macros to automate workbook and worksheet tasks as assessed by creating macros through a project, assignment, and or a test 3. Use “what if” functions and practices in a decision-making process or assignment as assessed by creating an analysis of various business decision options using the “what if” function of the software though a project, assignment, and or a test 4. Create workbook/worksheet reports as assessed by producing informative reports through projects, assignments, tests 5. Share data within and between workbooks/worksheets and other applications by creating formulas and references for data sharing between files as part of projects, tests, and assignments 6. Write formulas and/or use functions to solve workbook/worksheet problems as assessed by projects, tests and assignments 7. Create charts that graphically display values in the associated worksheets as assessed by correctly labelling charts of data as part of projects, tests, and assignments   As assessed by:  Laboratory assignments, tests, class participation, projects, homework assignments, etc. | | | | | |
| **General Education Student Learning Outcomes**  If this course has applied for General Education Elective Status the general education student learning outcomes listed below must exactly match those the sponsor has identified on the General Education Request form.  General Education SLOs:  N/A  As assessed by:  N.A | | | | | |
| **Program Learning Outcomes**  List all course level student learning outcomes that interconnect to a particular program learning outcome.  -Design and build a spreadsheet workbook and associated worksheets as assessed by testing, projects, assignments or other instructor requirements  -Plan and create macros to automate workbook and worksheet tasks as assessed by creating macros through a project, assignment, and or a test  -Use “what if” functions and practices in a decision-making process or assignment as assessed by creating an analysis of various business decision options using the “what if” function of the software though a project, assignment, and or a test  -Create workbook/worksheet reports as assessed by producing informative reports through projects, assignments, tests  -Share data within and between workbooks/worksheets and other applications by creating formulas and references for data sharing between files as part of projects, tests, and assignments  -Write formulas and/or use functions to solve workbook/worksheet problems as assessed by projects, tests and assignments  -Create charts that graphically display values in the associated worksheets as assessed by correctly labelling charts of data as part of projects, tests, and assignments  Describe the assessment of the interconnected program learning outcome(s).  All of the Student Learning Outcomes of this course are a catalyst to meeting the Computer Information program learning objectives of:  1. Perform fundamental skills of business, programming, and application software in a business/organizational computing  environment. 2. Analyze and design information systems and database solutions to achieve business/organizational goals. 3. Implement a designed solution to solve business/organization information systems problems using state of the art  programming techniques and applications software. 4. Present technical solutions effectively | | | | | |
| **Course Outline:**   1. Worksheet Fundamentals 2. Creating Worksheets 3. Modifying a Worksheet 4. Enchanting Worksheet and ProducingReports 5. Creating and Printing Chats 6. Examining What-If Alternatives 7. Creating and Using Macros 8. Creating and Using a Worksheet Database 9. Advanced What-If Alternatives 10. Combining and Integrating Worksheet Applications | | | | | |
| **Course Activities:**    The classroom activities will include formal and informal lectures where new material and assigned problems will be explained. Techniques will be demonstrated with use of a projection system. Students will have the opportunity to contribute to the discussion and to ask questions about the material. In addition to tutorials, students are expected to complete case studies relating to the covered material outside of the regularly scheduled classroom hours. | | | | | |
| **Course Materials:**  Textbook(s): This information will be provided by the instructor.  Supplemental Materials: This information will be provided by the instructor.  Software Licenses: Free through student email  Computers: Existing Computer classrooms will be used provided through Perkins. | | | | | |
| **Course Assessment Plan**  How often and by what means will the effectiveness of this course as part of the curriculum be assessed?    Consistent with the College’s assessment methods in place, the course will be assessed on a rotating schedule with other courses in the Computer Systems Information Systems Programs. Students will be evaluated on the degree to which the student learning outcomes are achieved. A variety of methods may be used such as class participation, problem solving assignments, projects, homework, quizzes, research activities, and/or discussions. | | | | | |