COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Microcomputer Applications I (Spreadsheets)

COURSE NUMBER   CIST 0166

DIVISION   Math, Science, Business & Technology

DEPARTMENT   Business

CIP CODE   11.0901

CREDIT HOURS   3

CONTACT HOURS/WEEK Class: 3

PREREQUISITES   CIST 0101 Computer Concepts and Applications **or** CIST 0111 Microcomputer Business Software

COURSE PLACEMENT   None

COURSE DESCRIPTION
Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
  I.   Using Windows 7.
  II.   Excel 2010 Level 1
         A. Unit 1. Preparing and Formatting a Worksheet.
               1. Preparing an Excel Workbook.
               2. Inserting Formulas in a Worksheet.
               3. Formatting an Excel Worksheet.
               4. Enhancing a Worksheet.
         B. Unit 1 Performance Assessment.
         C. Unit 2. Enhancing the Display of Workbooks.
               1. 5. Moving Data within and between Workbooks.
               2. 6. Maintaining Workbooks.
               3. 7. Creating a Chart in Excel.
               4. 8. Enhancing the Display of Workbooks.
         D. Unit 2 Performance Assessment.
  III.   Excel 2010 Level 2
         A. Unit 1. Advanced Formatting, Formulas, and Data Management.
               1. Advanced Formatting Techniques.
               2. Advanced Functions and Formulas.
               3. Working with Tables and Data Features.
               4. Summarizing and Consolidating Data.
         B. Unit 1 Performance Assessment.
         C. Unit 2. Managing and Integrating Data and the Excel Environment.
               1. 5. Using Data Analysis Features.
               2. 6. Protecting and Sharing Workbooks.
               3. 7. Automating Repetitive Tasks and Customizing Excel.
               4. 8. Importing, Exporting, and Sharing Data.
         D. Unit 2 Performance Assessment.

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:

  A. Be able to: create a worksheet and embedded chart.
        1. Be able to: describe common uses for spreadsheets
        2. Be able to: organize data with a spreadsheet
        3. Be able to: name and use the various format selections
        4. Be able to: explain how to use a spreadsheet online
        5. Be able to: solve lab exercises relating to charts, formatting data entry and
  help

  B. Be able to: illustrate the use of formulas, formatting, charts and web queries.
        6. Be able to: extend a chart with formatting
        7. Be able to: embed a worksheet with a chart

8. Be able to: activate a web query

C. Be able to: produce a worksheet with formulas and functions.
9. Be able to: apply formulas to number ranges
10. Beable to: display formulas and functions

D. Be able to: produce What If analysis results.
11. Be able to: apply what if analysis to common information problems
12. Be able to: demonstrate the use of what if analysis
13. Be be able to: produce decisions with the IF statement

E. Be able to: illustrate the importance of importing other documents.
14. Be able to: predict the results of linking a word document into a worksheet
15. Be able to: illustrate the difference between embedding and linking imported documents

F. Be able to: demonstrate the benefits of templates.
16. Be able to: describe and define the template advantage
17. Be able to: produce a formatted template
18. Be able to: produce a workbook from a template

G. Be able to: name the uses for a table.
19. Be able to give the advantages of the table
20. Be able to state why the table has value over other types of processing
21. Be able to produce a macro and run the macro
22. Be able to identify a hyperlink in a worksheet
23. Be able to list the advantages of the hyperlink connection

H. Be able to: prepare a database with filtering.
24. Be able to produce a database and explain how to sort it
25. Be able to produce automatic subtotals in a database
26. Be able to prepare comparison criteria for a database
27. Be able to manipulate database functions.

I. Use employability skills.
28. Be able to meet deadlines.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.