SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 11.0901
SEMESTER: Spring 2011
COURSE TITLE: Microcomputer Applications I (Spreadsheets)
COURSE NUMBER: CIST-0166
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

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

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com for the required text for your particular class.

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.

METHOD 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, and panels, conferencing, performances, and learning experiences outside the classroom including using the internet. 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.

   1. 5. Using Data Analysis Features.
   2. 6. Protecting and Sharing Workbooks.
   3. 7. Automating Repetitive Tasks and Customizing Excel.

D. Unit 2 Performance Assessment.

EXPECTED LEARNER OUTCOMES:

A. Upon completion of the course the student will be able to: create a worksheet and embedded chart.

B. Upon completion of the course the student will be able to: illustrate the use of formulas, formatting, charts and web queries.

C. Upon completion of the course the student will be able to: produce a worksheet with formulas and functions.

D. Upon completion of the course the student will be able to: produce What If analysis results.

E. Upon completion of the course the student will be able to: illustrate the importance of importing other documents.

F. Upon completion of the course the student will be able to: demonstrate the benefits of templates.

G. Upon completion of the course the student will be able to: name the uses for a data table.

H. Upon completion of the course the student will be able to: prepare a database with filtering.

I. Upon completion of the course the student will use employability skills.

COURSE COMPETENCIES:

Upon completion of the course the student will be able to: create a worksheet and embedded chart.

1. The student will be able to: describe common uses for spreadsheets
2. The student will be able to: organize data with a spreadsheet
3. The student will be able to: name and use the various format selections
4. The student will be able to: explain how to use a spreadsheet online
5. The student will be able to: solve lab exercises relating to charts, formatting data entry and help

Upon completion of the course the student will be able to: illustrate the use of formulas, formatting, charts and web queries.

6. The student will be able to: extend a chart with formatting
7. The student will be able to: embed a worksheet with a chart
8. The student will be able to: activate a web query

Upon completion of the course the student will be able to: produce a worksheet with formulas and functions.

9. The student will be able to: apply formulas to number ranges
10. The student will be able to: display formulas and functions

Upon completion of the course the student will be able to: produce What If analysis results.

11. The student will be able to: apply what if analysis to common information problems
12. The student will be able to: demonstrate the use of what if analysis
13. The student will be able to: produce decisions with the IF statement

Upon completion of the course the student will be able to: illustrate the importance of importing other documents.

14. The student will be able to: predict the results of linking a word document into a worksheet
15. The student will be able to: illustrate the difference between embedding and linking imported documents

Upon completion of the course the student will be able to: demonstrate the benefits of templates.

16. The student will be able to: describe and define the template advantage
17. The student will be able to: produce a formatted template
18. The student will be able to: produce a workbook from a template

Upon completion of the course the student will be able to: name the uses for a table.

19. The student will be able to: give the advantages of the table
20. The student will be able to state why the table has value over other types of processing
21. The student will be able to produce a macro and run the macro
22. The student will be able to identify a hyperlink in a worksheet
23. The student will be able to list the advantages of the hyperlink connection

Upon completion of the course the student will be able to: prepare a database with filtering.

24. The student will be able to produce a database and explain how to sort it
25. The student will be able to produce automatic subtotals in a database
26. The student will be able to prepare comparison criteria for a database
27. The student will be able to manipulate database functions

Upon completion of the course the student will use employability skills.

28. The student will be able to meet deadlines.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

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