SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS

I. **TITLE OF COURSE:** CS2303- Computer Based Spreadsheets

II. **COURSE DESCRIPTION: 3 credit hours, 3 credit hours of lecture and 0 credit hours of lab per week.**

A course designed to acquaint the student with computer-based spreadsheets as used with microcomputers. This program is structured to be used as a tool for solving everyday financial or business problems for all types of businesses. For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: NA

III. **PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:** The CIS Program will provide superior learning opportunities in the area of information technology, utilizing state-of-the-art technology, for both CIS majors and non-CIS majors to enable all students to achieve their career and/or educational goals.

IV. **TEXTBOOK AND MATERIALS**
1. Cengage Unlimited
2. *Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive* by Fruend and Starks, Cengage Publishing

V. **SCCC OUTCOMES:** Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes:
- Outcome #1 – Read with comprehension, be critical of what they read, and apply knowledge gained to real life situations.
- Outcome # 5 – Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information.
- Outcome # 6 - Utilize current technology relevant to their respective disciplines.
- Outcome #9 – Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution,

VI. **COURSE OUTCOMES:** Upon completion of the Computer Based Spreadsheets course with 80% or higher mastery of course competencies, the student should be able to:
1. Perform basic spreadsheet activities using spreadsheet software
2. Utilize advanced functions of spreadsheet software to create charts, reports, analyze data, and perform what-if data scenarios.

VII. **COURSE OUTLINE**
1. Getting started with Excel
2.Building and editing worksheets
3.Formatting a worksheet
4. Working with charts

5. Working with formulas and functions
6. Managing workbooks and preparing them for the web
7. Automating worksheet tasks
8. Using lists
9. Analyzing list data
10. Enhancing charts and worksheets
11. Using what-if analysis
12. Analyzing data with pivot tables
13. Exchanging data with other programs
14. Sharing Excel files and incorporating web information
15. Customizing Excel and advanced worksheet management
16. Programming with Excel

VIII. INSTRUCTIONAL METHODS
1. Lectures, examples, presentations
2. Hands-on student exercises and projects covering individual units.
3. Related readings and reports from computer magazines, internet and other media.
4. Instructors will enforce the Academic Honor Code & Cheating Policy as set forth in the SCCC College Catalog. Students who fail to adhere to this policy will receive an F for the course final grade unless otherwise stated in the instructor's course policies.

IX. INSTRUCTIONAL AND RESOURCE MATERIALS
1. http://www.microsoft.com/excel
2. http://cis.sccc.net

X. METHODS OF ASSESSMENT
1. Development of both oral and written reports and computerized presentations on topics in information technology will assess student ability to gather and evaluate current information in their respective disciplines.
2. Hands-on lab assignments and examinations in spreadsheet applications will assess student basic knowledge of this software.
3. Research assignments/projects completed via the Internet will develop the necessary skills for students to search and evaluate information effectively.
4. Delivery of assignments from the instructor AND the student via e-mail will further enhance knowledge and use of this technology.
5. Note: The above-mentioned course assessment tools will assess student knowledge of technology in a variety of disciplines addressing both the SCCC/ATS Outcomes and General Course Outcomes/Competencies identified above.

XI. ADA STATEMENT
Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or go to the Student Success Center in the Hobble Academic building, room A149.

Syllabus Reviewed: 6/6/2022