

Master Syllabus

BIS 1230 - Spreadsheet Software

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 3.0 **Lecture Hrs:** 3.0

Prerequisite(s): BIS 1120 OR BIS 1221

Date Revised: November 2015

Course Description:

Students will learn techniques to properly manage large and multi-sheet spreadsheets, use spreadsheets to arrange and manage data, develop advanced spreadsheet formulas and functions, perform "What-If" analysis using spreadsheet tools and design and create end-user spreadsheet applications.

General Education Outcomes:

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Information Literacy Competency
- ▣ Computer Literacy Competency

Course Outcomes:

Advanced Formulas and Functions

Develop advanced formulas and utilize built-in spreadsheet functions to solve complex problems.

Assessment Method: Locally developed exams
Performance Criteria:

Student must obtain at least 75% or higher on projects or exams.

Assessment Method: Simulations
Performance Criteria:

Student must obtain at least 75% or higher on homework assignments and quizzes.

"What-If" Analysis

Construct spreadsheets that can be used in business scenarios for "What-If" analysis.

Assessment Method: Locally developed exams
Performance Criteria:

Student must obtain at least 75% or higher on projects or exams.

Assessment Method: Simulations
Performance Criteria:

Student must obtain at least 75% or higher on homework assignments and quizzes.

Manage Data

Utilize spreadsheet tools to manage data in non-relational lists.

Assessment Method: Locally developed exams
Performance Criteria:

Student must obtain at least 75% or higher on projects or exams.

Assessment Method: Simulations
Performance Criteria:

Student must obtain at least 75% or higher on homework assignments and quizzes.

Large and Multi-Sheet Spreadsheets

Manage large spreadsheets and multi-sheet spreadsheets.

Assessment Method: Locally developed exams
Performance Criteria:

Student must obtain at least 75% or higher on projects or exams.

Assessment Method: Simulations
Performance Criteria:

Student must obtain at least 75% or higher on homework assignments and quizzes.

User Applications

Create end-user spreadsheet applications that can be safely and repeatably used by others.

Assessment Method: Locally developed exams
Performance Criteria:

Student must obtain at least 75% or higher on projects or exams.

Assessment Method: Simulations
Performance Criteria:

Student must obtain at least 75% or higher on homework assignments and quizzes.

Outline:

Large and Multi-Sheet Spreadsheets

Manage Data

Advanced Formulas and Functions

"What-If" Analysis

User Applications