

## 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

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### 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