Course Number and Title	CS 118 Spread Sheet Concepts

Credit Hours	2

Course Description	This course is a comprehensive course in spreadsheets. Students will be prepared for the MOUS objectives for MS Excel. Emphasis is placed on student ability to understand the commands and operations of the software. This course is not recommended for students who have no computer experience.

Prerequisite(s) and/or Corequisite(s)	None

Required Textbooks/References/Course Materials:

Illustrated Microsoft Office 365 & Excel 2019 Comprehensive	1st	Lynn Wermers	Cengage Learning	0357025709

	General Education Outcomes
1	Utilize written and verbal language to discuss and comprehend information, incorporating a variety of technologies, such as text, data, and images (written language, verbal language, and information technology).
2	Identify and interpret relevant information in order to formulate an opinion or conclusion (critical thinking).
3	Demonstrate and communicate computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate) (quantitative literacy and fluency).
4	Communicate in appropriate ways with those who are culturally diverse (intercultural competence).

	Program/Department Outcomes
1	Discuss and evaluate potential technology related ethical dilemmas and apply decision-making techniques to resolve them.
2	Demonstrate proficiency in selecting, implementing, and operating information technology solutions to meet project requirements.
3	Apply essential IT support skills in order to install, configure, secure, and troubleshoot operating systems, programs, networks, and pc hardware.
4	Prepared to take and pass industry standard certification exams
5	Develop the ability to use oral and written communication effectively with clients and other industry professionals.
6	Engage in teams to develop and/or implement IT-based project solutions
7	
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	Course Outcomes (CO)	Bloom's Domain for CO (C, A, P), Category, and Level	Program/ Department Outcome(s)	Written Language	Verbal Language	Information Technology	Critical Thinking	Quantitative Literacy and Fluency	Intercultural Competence
1	Open\Save\Enter Data into a workbook	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
2	Sort\Print\Create\Extract Date from\Look up values in a list	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
3	Create\Move\Resize\Edit\Format\Annotate\Enhance\Print a chart	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
4	Create multiple operator formulas	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
5	Build a conditional formula	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
6	Use statistical functions	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
7	Add\Find\Delete\Retrieve from records	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
8	Record\Run\Edit a macro	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
9	Use the Personal Macro Workbook	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0
10	Consolidate 3-D referenced data	Cognitive Applying (3)	2,3,4	0	0	2	2	1	0

Bloom's Domain Legend
C = Cognitive
A = Affective
P = Psychomotor

General Education Outcome Legend
2 = Included and Measurable
1 = Introduced and/or Minimally Addressed and Not Measurable
0 = Not included

Approved: May 2021
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