

# Course Outcome Guide (COG)

Approved 13 September 2012

<b>Course:</b>	CIS 105 – Microcomputer Spreadsheets - Excel	<b>Credits:</b>	3	<b>Instructor:</b>	TBD
<b>Course Description:</b>	This is an introduction to the planning, design and programming of database systems using software designed for database management, Microsoft Access. Students should have keyboarding skills before enrolling in this class. This class prepares students the Access section of the Microsoft Office Specialist exam.				
Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	General Education or Program	Institutional
Formulas Page setup Sort and filter data Enhance charts Find and replace Borders, cells and ranges Formatting Logic functions	Use the fill operation Work with logical functions Use a range of formula techniques Apply a range of number formatting techniques Apply conditional formatting to ranges in a worksheet Apply borders to cell ranges Apply a variety of page setup techniques Use a range of find and replace techniques	*Participate in class discussions and activities demonstrating knowledge of subject matter. *Complete examinations demonstrating acceptable skill level of concept and process. *Complete textbook readings, questions and problems (both individually and collaboratively) demonstrating acceptable skill levels of concept and process. * Design, construct and test your final project.	Extends the learner’s basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks.	1.Mathematics-including numeration literacy and the knowledge and use of statistical and logical processes. 2.Analytical-gathering, organizing, and evaluating information 3.Analogical-using former knowledge to help comprehend and explain new situations 4.Critical Thinking-the ability to identify ad define criteria, understand biases, and construct objective judgments. 5.Problem solving-the ability to analyze situations and synthesize solutions.	1. Students will demonstrate effective communication skills. 2. Students will use reasoning skills to analyze and solve problems.