

CIST 2128 - Comprehensive Spreadsheet Techniques (version 201003L)

Course Title Course Development Learning Support

Comprehensive Spreadsheet Standard No
Techniques

Course Description

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

Pre-requisites

Pre-requisites: None

Co-requisites

Co-requisites: None

Course Length

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	750	15		
Lab 2:	3000	60		
Lab 3:	0	0		
Total:	3750	75	3	
Semester Credit Hours:			3	108.75
Breakout Detail of Lab 3				
Practicum/Internship	0	0		
Clinical	0	0		

Competencies & Outcomes

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
1	Format Data	250	1000	0	1250	0	0	0
Order	Description						Learning Domain	Level of Learning
1	Explain the use of data integrity.						Cognitive	Comprehension
2	Perform the steps to modify cell contents and formats.						Cognitive	Synthesis
3	Demonstrate how to change worksheet views.						Cognitive	Application
4	Demonstrate managing and formatting worksheets.						Cognitive	Application
5	Demonstrate formatting cells and cell content.						Cognitive	Application
6	Convert data to a table.						Cognitive	Comprehension
7	Create, edit, and delete defined names for cells and ranges.						Cognitive	Application
2	Modify Formulas	250	1000	0	1250	0	0	0
Order	Description						Learning	Level of

		Domain	Learning
1	Demonstrate the ability to reference data in formulas.	Cognitive	Application
2	Summarize data using a formula and subtotals.	Cognitive	Comprehension
3	Use formulas to conditionally summarize data.	Cognitive	Application
4	Demonstrate the ability to look up data using a formula.	Cognitive	Application
5	Use conditional logic in a formula.	Cognitive	Application
6	Show the ability to format or modify text using formulas.	Cognitive	Application
7	Demonstrate the ability to display and print formulas.	Cognitive	Application

3 **Present Data Visually** 125 500 0 625 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Demonstrate creating, formatting and modifying charts.	Cognitive	Application
2	Demonstrate how to apply conditional formatting.	Cognitive	Application
3	Demonstrate how to insert and modify illustrations.	Cognitive	Application
4	Describe the purpose for outlining, sorting and filtering data.	Cognitive	Knowledge
5	Create and modify PivotTables, PivotCharts, and Data Tables.	Cognitive	Application

4 **Troubleshoot and Support Application Software** 125 500 0 625 0 0 0

Order	Description	Learning Domain	Level of Learning
1	Demonstrate how to protect, share and distribute workbooks.	Cognitive	Application
2	Utilize the print options for printing data, worksheets and workbooks.	Cognitive	Application
3	Demonstrate the ability to control document access.	Cognitive	Application
4	Use the skills to attach digital signatures.	Cognitive	Application
5	Demonstrate effective use of application Help Systems.	Cognitive	Application
6	Create, run and edit macros.	Cognitive	Application
7	Integrate spreadsheets with word processing documents.	Cognitive	Application

Competency Totals:	Lecture 750	Lab 2 3000	Lab 3 0	Total Min 3750	Cred Hrs 3	Pract Intern 0	Clinical 0
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