

# COMPUTER INFORMATION SYSTEMS 1221

## Introduction to Spreadsheets

This is an information sheet only, not the course syllabus.

### COURSE DESCRIPTION

Computerized spreadsheets, for database (list) operations, statistical analysis, and financial analysis, Includes planning and creating spreadsheets. Use of customization and automation features of software. Prerequisite: Computer information systems 1110 or equivalent, or Prerequisite: Computer Information systems 1130 or equivalent, or Prerequisite: Computer Information systems 1150 or equivalent. (3 credit hours)

### COURSE MATERIALS

*Microsoft Office Excel 2007: Comprehensive*, Parsons, 2008.

ISBN: 978013615340

### COURSE OUTLINE/EVALUATION

CIS 1221 Excel 2007 Point Distribution						
Week	Unit	Assignment	Points	Tutorial Test	Points	Running Total
<b>1</b>	Prepare to Excel Tutorial 1: Getting Started With Excel	1	15	1	20	35
<b>2</b>	Tutorial 2: Formatting a Workbook	2	15	2	20	70
<b>3</b>	Tutorial 3: Working with Formulas and Functions	3	20	3	20	110
<b>4</b>	Tutorial 4: Working with Charts and Graphics	4	20	4	20	150
<b>5</b>	Tutorial 5: Tables	5	20			170
<b>6</b>	Tutorial 5: PivotTables and PivotCharts	6	10	5	20	200
<b>7</b>	Tutorial 6: Managing Multiple Worksheets and Workbooks	7	20	6	20	240
<b>8</b>	Tutorial 7: IF Function	8	10			250
<b>9</b>	Tutorial 7: LOOKUP Tables and Functions	9	10			260
<b>10</b>	Tutorial 7: Advanced Filtering	10	30	7	20	310
<b>11</b>	Tutorial 8: Developing an Excel Application	11	30	8	20	360
<b>12</b>	Tutorial 9: Developing a Financial Analysis	12	30			390
<b>13</b>	Tutorial 10: What-If, Goal Seek, Scenario Manager, Variable data table	13	30			420
<b>14</b>	Tutorial 10: Solver (10.3)	14	30			450
<b>15</b>	Tutorial 11: Connecting to External Data	15	30	9	20	500
<b>TOTAL</b>			<b>320</b>		<b>180</b>	<b>500</b>

## **GRADING**

<b>CIS Final Grade Assignment</b>		
<b>Grade</b>	<b>Percent</b>	<b>Points</b>
A	90	450-500
B	80	400-499
C	70	350-399
D	60	300-349
F	<60	0-299

## **SATISFACTORY/FAIL OPTION**

The S/F grade option is not recommended to students in this course.

## **INCOMPLETE GRADE POLICY**

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.