COLLEGE OF THE MARSHALL ISLANDS  
COURSE OUTLINE COVER SHEET

ICS 104  
Spreadsheets  
Alpha Number  
Course Title

Course Description

Expands students' understanding of spreadsheet programs. Examines extensive uses of spreadsheets that are commonly used in today's business world. Provides a project-driven approach to creating spreadsheets to meet today's diverse business demands.

Course prepared by:  Business and Information Technology  
April 2007

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<th>Hours per Week</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Credits</th>
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<tr>
<td>Lecture</td>
<td>3</td>
<td>48</td>
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<td>Laboratory</td>
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<td>Clinical</td>
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<td>Seminar</td>
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Total Credit Hours 3

Purpose of Course:  
Degree Requirement X
Degree Elective
Certification
Developmental
Other

Prerequisite(s):  
C or better in ICS 101

Signature, Curriculum & Assessment Committee Chairperson  
10/14/09

Signature, Dean of Academic Affairs  
10/15/09

Signature, Vice President for Academic and Student Affairs  
10/15/09

Last date reviewed or revised: May 2009
I. Spreadsheets

II. Course Objectives

A. General Outcomes

Students who complete this course will:
1. Understand how to design and implement a spreadsheet to solve a problem (BIT 1)
2. Understand the various functions of spreadsheets (BIT 1)
3. Demonstrate proficiency in applying advanced worksheet construction techniques (BIT 4)

B. Student Learning Outcomes

Upon completion of this course, the student will be able to:
1. Accurately use the spreadsheet software function keys for specific problem solving
2. Design and produce effective spreadsheets to be used in common business activities
3. Use advanced principles of reasoning and logic to assist with complex spreadsheets formulas to calculations that maximize efficiency

III. Course Content

This course provides students with advanced formula operations and application of spreadsheets.
1. Preparing an Excel worksheet
2. Formatting an Excel worksheet
3. Inserting formulas in a worksheet
4. Enhancing a worksheet
5. Moving data within and between workbooks
6. Maintaining workbooks
7. Creating a chart in Excel
8. Enhancing the display of workbooks
9. Formatting Excel worksheets using advanced techniques
10. Working with templates and workbooks
11. Using advanced functions
12. Working with lists
13. Using Excel's analysis tools
14. Managing and auditing worksheets

IV. Methods of Instruction

1. Demonstration
2. Lecture
3. Small group work
4. Supervised practice

V. Equipment and Materials

1. Storage device
VI. Suggested Methods of Evaluation

1. Final exam
2. Midterm exam
3. Projects
4. Problem solving
5. Quizzes
6. Participation

Letter grades will be assigned per CMI Grading System.
## Course History Summary

**Course Number:** ICS 104 *SpreadSheets (3cr)*

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<th>Date from Minutes</th>
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