CMI COURSE CURRICULUM
COURSE ACTION

Course Title: Spreadsheets **Alpha Number:** ICS 104 **CIP No.** 11.0601

Type of Action:

_____New Course (attach narrative justification for course creation)

_____Substantive Revision (attach narrative justification for changes, including assessment and/or achievement data and feedback from the advisory committee if relevant)

Select all that apply:
_____Change in number of credit hours
_____Change in prerequisite
_____Substantive change in course content
_____Change to SLOs _____Other:

__x___Non-substantive Revision

Select all that apply:
_____Change in Alpha Number or Title (unless letter abbreviation has not previously been used)
_____Edit to course description that does not alter the substance of the course
_____Change to recommended texts
___x__Other: Change in number of contact hours from 48 to 45

_____ Reinstitution of Archived Course (attach narrative justification for reinstitution, including evidence of demand, evidence of capacity, feedback from the advisory committee if relevant, and commentary that speaks directly to the reasons the course was initially archived)

_____ Reaffirmation of Course (only allowable if course completion rate exceeds ISS, the benchmark has been met for the majority of SLO assessments, and there is no evidence of inequitable levels of achievement across subpopulations; attach evidence)

Approvals:

	Name	Signature	Date
Department Chair	Edward Alfonso	DocuSigned by:	6/6/2024
Curriculum Committee Chair	Desmond Doulatram	DocuSigned by:	6/5/2024
Dean	Vasemaca Savu	DocuSigned by:	6/5/2024
VPASA	Dr. Elizabeth Switaj	09BEB3BDDC23455...	6/10/2024

CMI COURSE OUTLINE

CIP No. 11.0601 **Version No.** 002

ICS 104 — **Alpha Number**
Spreadsheets — **Course Title**
Previous Alpha Number:
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 originally prepared by: Business and Information Technology BIT April/2007
Most recent revision by: Curtis Vila STEM June/2024

Course mode(s): X Face to Face (including Zoom) ____ Hybrid _____ Distance Education

Credits calculated by: X Credit Hour ____ Clock Hour

Contact Hours: 45

Type	No. of Hours	No. of Credits	Maximum No. of Hours Online
Lecture/Seminar/Workshop	45	3	
Clinical			
Practicum			
Lab			
Fieldwork			
Studio Time			
Total	45	3	

Purpose(s) of Course:
Degree Requirement: Business
Degree Elective: LA
General Education:
Credit Certification:
Developmental:
CTE/TVET:
ABE/Adult HS:

Distribution Area:
Humanities:
Social Sciences:
Mathematics (Credit):
Science:

Prerequisite: C or Better in ICS 101

Student Learning Outcomes: Upon completion of this course, students will be able to:

1. Accurately use the spreadsheet software functions and keys for specific problem solving
2. Design and produce effective spreadsheets to be used in common business activities
3. Utilize advanced principles of reasoning and logic to assist with complex spreadsheets formulas to calculations that maximize efficiency
4. Apply spreadsheet skills to manage operations of small businesses and entrepreneurs

SLO Mapping:

Prerequisite Course SLO	Linked SLO from this Course	Explanation
ICS101 SLO1-Use computer software and hardware to organize information, communication and in file storage and retrieval	Design and produce effective spreadsheets to be used in common business activities	Organization of information requires a process and involves the application of a design with its related phases. The process with the design lead to the solutions that enhances a known standard or simplify a complex business operation or activity.
ICS101 SLO-2 Create business-related documents, workbooks and presentations using computer application packages.	Use advanced principles of reasoning and logic to assist with complex spreadsheets formulas to calculations that maximize efficiency	Effective business-related documents contain evaluation, estimation, reasoning, that lead to logical approaches or solutions comprehended and articulated by a problem solver through the effective use of spreadsheets mainly to address a need.
ICS101 SLO-3 Manipulate text, data and graphics to enhance documents, sheets and slides	Accurately use the spreadsheet software function keys for specific problem solving	Business-related documents with varying degrees and levels of complexities should be free-of-error, user friendly, effective, and relevant to the business operation or activity and conforms with current industry standards.
ICS101 SLO-1 Use computer software and hardware to organize information, communication and in file storage and retrieval ICS101 SLO-2 Create business-related documents, workbooks and presentations using computer application packages. ICS101 SLO-3 Manipulate text, data and graphics to enhance documents, sheets and slides	Apply excel skills to manage the operations of small businesses and entrepreneurs	Effective use of robust computer programs such as Microsoft Office Suite, offers the spreadsheet user to create various formats of business-related documents with flexibility in file management services. Its usage requires knowledge and practice which will cater to the needs and requirements of local small businesses, and entrepreneurs in managing their operations and activities such as in accounting and finance, inventory and equipment, human resource and payroll, management and forecasting activities.

Links to Program Learning Outcomes:

SLO	Linked PLO	I/P/M	Explanation of Link
1	PLO 4 – Word Problems BSD Basic Principles BSD Skills BSD Goals	P	Effectively designing spreadsheets not only requires awareness of the process and a development of competency in accurately using the Excel software but also the knowledge of business-related concepts, principles especially locally acceptable best practices.
2	PLO 3 – Quantitative Problems PLO 4 – Word Problems BSD Basic Principles BSD Skills BSD Goals	P	Spreadsheet formulas reveal the user's levels of logic, reasonings, assumptions, estimates, evaluation and arguments which if enhanced, will lead towards well-studied conclusions, effective communication and ultimately solutions to complex business-related problems.
3	PLO 2 – Graphs PLO 3 – Quantitative Problems PLO 4 – Word Problems BSD Basic Principles BSD Skills BSD Goals	P	Effective spreadsheets require knowledge and skills of how and when to use alternate keys or a combination thereof to accelerate the completion of a spreadsheet design and to enhance flexibility in the acquisition of technological skills that can be applied universally in solving complex business operations and its related activities.
4	PLO 2 – Graphs PLO 3 – Quantitative Problems BSD Basic Principles BSD Skills BSD Domestic BSD Goals	P	Effective spreadsheets need testing and usage by its perceived users to confirm its purpose to the business; evaluation and development, or even acceptance in a business environment.

Course Content: Students in this course will be able to understand:

1. Local and industry business operations and practices for spreadsheet design.
2. Requirement document for worksheet design that includes the needs, source of data, calculations, chart requirements and sketch.
3. Advanced techniques in editing, formatting, and managing of data and display on worksheets and/or workbooks
4. Inserting formulas with advanced functions
5. Maintaining and managing worksheets and workbooks
6. Cases and scenarios problem solving
7. Critical Thinking development activities
8. Basic spreadsheets that are applicable to local small businesses and entrepreneurs

Higher Order thinking Skills: Students in this course will experience:

___X__ Analyzing the basic elements of an idea, experience, or theory
____X_ Making judgements about the value or soundness of information, arguments, or methods
___X__ Applying theories or concepts to practical problems or in new situations

Recommended Methods of Instruction

___X__ Demonstration
___X__ Lecture
___X__ Small group discussion
___X__ Class discussion
___X__ Audio-Visual Aids
___X__ Laboratory
___X__ Supervised Practice
_____ Field Trips
_____ Other:

Recommended Assessment Tool Type(s):

_____ Case Study
___X_ Critique of Performance
___X_ Exam/Quiz In-Course
_____ Exam/Quiz Standardized (attach narrative describing development and validation process)
_____ Focus Group
___X_ Group Project
___X_ Individual Project
___X_ Observation
___X_ Portfolio Review
_____ Presentation
_____ Simulation
___X_ Skill Performance
_____ Supervisor Evaluation
_____ Survey
_____ Written Assignment

Required Forms of Regular and Substantive Interaction for Hybrid or Distance Education Courses (Selected at Least Two):

_____ Direct instruction through:
  _____ Live video lectures
  _____ Live audio-only lectures
  _____ Live text chats
_____ Assessing or providing feedback on a student's coursework
_____ Providing information or responding to questions about the content of a course or competency through:
  _____ Live video discussions
  _____ Live audio-only discussions
  _____ Live text chats
  _____ Asynchronous message boards or text chats
_____ Facilitating a group discussion regarding the content of a course or competency through:
  _____ Live video discussions
  _____ Live audio-only discussions
  _____ Live text chats
  _____ Asynchronous message boards or text chats
_____ Other, specify:

Note: for distance education courses, if only two are selected, both must occur within the course on a weekly basis. If more than two are selected, the instructor may choose which two are used during each week.

Equipment and Materials:

1. Recommended texts: Freund M. Steven, Starks Joy. Shelly Cashman Series Microsoft Office 365 & Excel 2019 Comprehensive. 1st Edition, Cengage Learning, 2019. ISBN: 978-0357026403

2. Equipment/Facilities: Projector, Projector Screen, Printer, Scanner, Audio Headset with Microphone, Dynamic Smart Camera with motion sensors and facial recognition capability mounted with railing on the classroom or meeting place ceiling for multi-modal face-to-face instruction.

3. Materials and Supplies: Portable storage media

Connection to College Mission:

The College of the Marshall Islands will provide our community with access to quality, higher and further educational services, prioritize student success through engagement in relevant Academic, Career and Technical Education, and be a center for the study of Marshallese Culture. It will also provide intellectual resources and facilitate research specific to the needs of the nation. *EC approved 4th Nov, 2020.BOR approved 1st December, 2020*

Equips the learner in using office or work-related software leading them to succeed in their roles.

Connection to Department Mission:

The mission of the Science, Technology, and Mathematics (STeM) Department is to provide science, technology and mathematics courses to support academic programs and prepare students seeking careers in marine science or an advanced education in a STeM discipline.
Approved by CC on March 5, 2018. Approved by IEC on March 14, 2018.

Supports personal and career development of learners through the use of technologies.