



BAKER COLLEGE
STUDENT LEARNING OUTCOMES

CIS 2410 Intermediate Spreadsheets
3 Semester Hours

Student Learning Outcomes & Enabling Objectives

1. Reinforce concepts learned in prerequisite spreadsheet classes.
 - a. use workbook files and individual worksheets
 - b. format labels, values, simple formulas, and simple functions
 - c. distinguish between the need for relative and absolute cell addressing
 - d. use shortcut formatting techniques such as dragging, copying, pasting, inserting, and freezing
 - e. use simple if-then analysis
 - f. use formula and function dialog boxes
 - f. format simple column and pie charts

2. Apply functions and data tables to solve problems common to business.
 - a. work with the pmt and pv functions to create loan and account information
 - b. create data tables
 - c. use vlookup to access table data
 - d. create data series
 - e. name ranges in formulas and functions
 - f. customize ranges, formulas, conditions, menus, toolbars, and notations
 - g. link objects, embedding, updating tools to integrate spreadsheets and word processing files
 - h. secure data formulas and workbook files

3. Create a worksheet database and use available database tools.
 - a. understand guidelines for creating a spreadsheet database
 - b. create fields and records
 - c. use data forms to view and search for records
 - d. sort and filter a database
 - e. work with subtotals
 - f. use criteria ranges
 - g. extract records

4. Relate data across multiple worksheet and files.
 - a. use templates to create multiple worksheets
 - b. format templates with format codes and styles
 - c. link cells in other worksheets and workbooks

- d. create a workspace file from multiple workbooks
 - e. replace data across multiple worksheets
 - f. merge workbooks
 - g. working with a team to create, format, and verbally demonstrate a multiple page workbook project
5. Use Visual Basic for applications to write a simple procedure
- a. create a command button
 - b. assign properties to a command button
 - c. use the vba editor to write a procedure
 - d. run the procedure
 - e. execute macros
 - f. use the vba editor to view and edit macro code
 - g. create a menu item buttons to a macro
 - h. record a macro
6. Use worksheet tools to analyze data and solve problems.
- a. use the auditing toolbar to trace precedent and dependent formulas
 - b. use data validation
 - c. use trial and error, goal seeking, and solver tools to find optimal solutions to complex problems
 - d. use scenario management tools for what-if analysis
 - e. use pivot tables to rearrange data for different viewpoints
 - f. use pivot charts to analyze data
7. Import different forms of data into a spreadsheet.
- a. import comma delineated text files
 - b. import database tables and queries
 - c. import html and xml data
 - d. track changes made to shared spreadsheets
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Big Ideas and Essential Questions

Big Ideas

- Formulas
- Pivot Charts
- Datasets and Tables
- What-If analysis
- Specialized and Statistical functions
- Worksheets and Workbook management
- Imports and web queries
- Macros

Essential Questions

1. What is a spreadsheet?
2. How is quantitative analysis done?
3. How do you use relative, absolute and mixed cell references in formulas?
4. Determine the results with the IF function?
5. How do you create and maintain range names?
6. Demonstrate the different variations of calculating with the PMT function?
7. How would you manage worksheets and workbooks?
8. Illustrate how to depict data visually with charts?
9. Explain how to create and customize sparklines?
10. Analyze and print large datasets?
11. How would you apply conditional formatting?
12. Explain how to design and create tables?
13. Explain how to freeze rows and columns?
14. Describe how to summarize and analyze data?
15. How do you optimize results within the solver?

These SLOs are approved for experiential credit.

Effective: Fall 2017