

DELAWARE TECHNICAL & COMMUNITY COLLEGE

COLLEGEWIDE COURSE SYLLABUS

CAMPUS:	Collegewide		
DEPARTMENT:	Computer Information Systems		
COURSE NUMBER AND TITLE:	CIS 112 – Spreadsheets/Graphics Processing		
INSTRUCTOR NAME:	TELEPHONE:	E-MAIL:	
PREREQUISITES:	CIS 107 or CIS 120 or CIS 125		
COREQUISITES:			
COURSE HOURS AND CREDITS:	3 Credits –2 Hours Lecture/Week 2 Hours Lab/Week		
COURSE DESCRIPTION:	Students learn to analyze business problems with planning sheets and worksheet sketches. A microcomputer spreadsheet software package is used for the problem-solving and decision-making. Students also learn to use spreadsheet graphics tools to create charts, graphs, and slides for presentations.		
TEXT:	To be selected by each campus department		
MATERIALS:			
METHOD OF INSTRUCTION:	Lecture, demonstration, laboratory assignments and evaluations.		
MANUAL(S):			
DISCLAIMER:			

Collegewide Core Course Performance Objectives

The student will be able to:

1. Demonstrate knowledge of spreadsheet operations by completing a series of projects that include design, data entry, data manipulation, editing, formatting, charting, database operations, printing, and file management. (CCC 6, 7; PGC 3, 7)
2. Use the features of spreadsheet software to solve common business problems. (CCC 6; PGC 3, 7)

Measurable Performance Objectives

(To be selected by each campus department)

Evaluation Criteria/Policies

1. Students will demonstrate proficiency on all measurable performance objectives at least to the 75% level to successfully complete the course.

2. Grade	Point Value		Explanation
A	92	100	Student meets the measurable objectives in an outstanding manner.
B	83	91	Student meets the measurable objectives in an above average manner.
C	75	82	Students meets the measurable objectives.
R	0	74	Student does not meet the measurable objectives.

Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy, Student Rights and Responsibilities and other policies relevant to their academic progress.