

University of Arkansas - Fort Smith
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General Syllabus

CPSI 12531 Computer - Spreadsheets

Credit Hours: 1 Lecture Hours: 1 Laboratory Hours: 0

Effective Catalog: 2018-2019

I. Course Information

A. Catalog Description

Addresses the use of spreadsheets to draw inferences from data as a communication tool. General order of operations and algebraic formulas are applied to data.

B. Additional Information - None

I. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Create a spreadsheet with titled columns, formatted cells and formulas.
2. Use the spreadsheet as a tool to effectively communicate the results of inferences drawn from data.
3. Choose the appropriate type of chart to represent data and to create and print a chart with effectively labeled components.
4. Create a linked object using two software packages

B. University Learning Outcomes

This course enhances student abilities in the following area:

Analytical Skills

Quantitative Reasoning – Students will assign and use numbers, read and analyze numerical data, create models, draw inferences and support conclusions

III. Major Course Topics

A. Worksheets

- B. Cells
- C. Formulas
- D. Functions
- E. Ranges
- F. Formatting
- G. Charting