Montgomery County Community College
CIS 215
Decision Making Using Spreadsheets
3-2-2

COURSE DESCRIPTION:
This course provides comprehensive instruction in using spreadsheet software as a productive decision making tool. Topics covered will include spreadsheet basics, pivot tables, slicers, what-if scenario tools, data base management, internal functions, data analysis, macro programming and graphing. Additional topics will include file organization, cloud computing, computer hardware analysis, electronic communications, selecting the best software tool, data privacy and security.

PREREQUISITE(S):
High school algebra, MAT 011 Beginning Algebra, or MAT 011B Beginning Algebra with Review of Arithmetic with a minimum grade of 'C' within the past 5 years AND

REA 011 - Fundamentals of College Reading or REA 017 - Vocabulary and Reading Comprehension Development II with a minimum grade of "C"

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Develop spreadsheets that reflect decision-making including spreadsheets that analyze investment decisions, project cash flows, prepare financial statements, and calculate loan costs.	Assigned Readings Lecture Discussion Hands-On Lab Exercises Homework Assignments Training Simulation and Assessment Software Student Determined Additional Projects Based on the Interest of the Student	Student Homework or Project Assignment Assessment Software Graded Discussions Exams Final Project
2. Use tables, charts, and advanced finance, math, date, string, logic, and statistics functions in a spreadsheet.	Assigned Readings Lecture Discussion Hands-On Lab Exercises Homework Assignments Training Simulation and Assessment Software	Student Homework or Project Assignment Assessment Software Graded Discussions Exams Final Project
3. Use data base features within a spreadsheet to create or import data, query information, and	Assigned Readings Lecture Discussion Hands-On Lab Exercises	Student Homework or Project Assignment Assessment Software Graded Discussions

print/display meaningful reports	Homework Assignments Training Simulation and Assessment Software	Exams Final Project

4. Use VBA programming to produce user-friendly applicat

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      c.   Data Privacy, ethics and security concerns

LEARNING MATERIALS:
<u>Textbook & Software</u>: Parsons, et al
New Perspectives Microsoft Office 365 & E