



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date:

12/6/2007

Title: Electronic Spreadsheets
(limit to 50 characters including spaces)

Discipline/Number: CSC 164

Instructor Contact: Tonia Widler

Date Submitted /Modified: 11/13/2007

Units Min:	3	Units Max:	3	Lecture Hours:	2.5	Lab Hours:	1.5
<i>If this is a variable unit course, the relationship between earned units and any difference in expected SLOs should be explained.</i>							

Student Learning Outcomes:

1. Demonstrate knowledge of the concepts and terminology associate with electronic spreadsheets.
2. Construct and modify a variety of spreadsheets from simple to complex: including entering and modifying data and formulas, utilizing built-in functions, commands, and OLE for pasting and linking spreadsheets to other documents and/or macros.
3. Demonstrate the ability to use formatting features such as column size, formatting labels and values, global or block range commands.
4. Construct "what if" scenarios.
5. Print out spreadsheet showing either values or formulas.
6. Utilize the "database capabilities" of sorting, analyzing, building queries, and building input screens.
7. Apply graphing and advanced print commands for complex printout.
8. Demonstrate knowledge of techniques and considerations in building a good spreadsheet.

Instructor(s): _____

(Signature) _____

(Signature)

(Date) _____

(Date)