

# North Hennepin Community College

## CIS 1220: Decision Making Excel

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course uses Microsoft Excel as a problem solving tool in analyzing and designing solutions for common business and organizational problems and then using that information to guide decision-making. This course is for anyone who has to analyze, share, chart and manage information to make more informed decisions. Problems are taken from management, accounting and finance, manufacturing and production, sales and marketing and human resources. Beginning to advanced spreadsheet concepts covered include creating, editing, formatting, printing and saving worksheets, creating charts, filtering lists, creating pivot tables, inventing macros, importing data, creating data tables, evaluating and using functions, constructing formulas, integrating worksheet data with other programs and ethical Excel practices. After this course, the student would be prepared to take the Microsoft Office Specialist (MOS): Excel Exam. Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.

**B. COURSE EFFECTIVE DATES:** 08/26/1997 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Problem analysis and feasibility from a variety of functional business application areas for a variety of needs such as planning, reporting, forecasting, budgeting
2. Spreadsheet design, creation and trouble-shooting using the tools of Excel.
3. Formula creation and auditing including financial, lookup, database and logical functions.
4. Creation and manipulation of charts and graphs.
5. Plan and create an Excel table, extract data into various reports, PivotTables and PivotCharts.
6. Utilize worksheet grouping and linking formulas and formats to manage multiple worksheets and workbooks.
7. Application development using Solver, data tables and Scenario Manager.
8. Automating common worksheet tasks using VBA to create macros.

#### **D. LEARNING OUTCOMES (General)**

1. Develop critical thinking skills by defining business problems, identifying solutions, designing and implementing solutions. (NHCC ELO 2)
2. Analyze and develop solutions to produce information necessary to make good business decisions. (NHCC ELO 4)
3. Explore the decision-making skills needed in businesses in each of the functional areas; manufacturing and production, marketing and sales, accounting and finance, and human resources/personnel. (NHCC ELOs 1 & 3)
4. Explore the decision-making skills needed in businesses in each of the functional areas; manufacturing and production, marketing and sales, accounting and finance, and human resources/personnel. (NHCC ELOs 1 & 3)
5. Learn how to use resources including Excel Help to gain knowledge of Excel features and functions. (NHCC ELO 1);

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.