Course Name: SPREADSHEET APPLICATIONS  
Course Number: CINS 203  
Lecture hours: 3  
Lab Hours: 0  
Credit Hours: 3  

Textbook, Author, and Publisher: To be provided by College Campus  
Instructor Information: To be provided by College Campus  
Class Location: To be provided by College Campus  

Course Description: This course provides a comprehensive presentation of the current version of Microsoft Excel. In addition to introducing Excel, topics include using formulas, functions, and charts; working with large worksheets and tables; converting data to information using Pivot Tables and Pivot Charts; data analysis; consolidating data and linking files; What-If analysis; amortization tables; manipulating data with database functions; and formula audits and data validation. This course prepares students for the MOS Excel Exam.  

Prerequisites: CINS 101 or CINS 102 with a grade of “C” or better or instructor’s approval.  

Co-requisites: None  

Learning Outcomes:  
On completion of this course, the student will be able to:  
1. Demonstrate the fundamentals of Microsoft Office Excel.  
2. Plan for effective workbook and worksheet design.  
3. Demonstrate the proper procedures to create worksheets and workbooks suitable for coursework, professional purposes, and personal use.  
4. Create a suitable chart to pictorially represent the worksheet data.  
5. Demonstrate basic data table management.  
6. Employ decision-making tools to make informed decisions.  
7. Analyze statistics, databases, and finances using specialized functions.  
8. Link workbooks.  
9. Be more productive by being able to employ Microsoft Office Excel as a productivity tool.  
10. Take the Microsoft Certification Exam for Excel.
Library Resource Center:
The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Louisiana Delta Community College and its commitment to lifelong learning.

Special Accommodations:
Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:
Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct:
Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.