

4. Guided student laboratory exercises on computers
Integrated projects

Assessment Measures

Activities will emphasize problem solving using spreadsheet software.

Methods of Evaluation

The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor. The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and assignment projects. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc.. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

IV. General Outline of Topics Covered

- Working with cells
- Working with files
- Formatting worksheets
- Page setup and printing
- Working with worksheets & workbooks
- Working with formulas & functions
- Using charts and objects