Catalog Course Description:

Advanced spreadsheet applications emphasizing formatting procedures in sorting and filtering lists, developing macros, and linking workbooks. The course is created specifically to meet the Microsoft Office User Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Entry Level Standards:

Basic knowledge of a personal computer and its operation

Prerequisite:

OST 1003 or equivalent

Textbook(s) and Other Reference Materials Basic to the Course:

License for SAM testing software. You will purchase the SAM testing license ONCE and will use it for Word CBT, Excel CBT, PowerPoint CBT, and Access CBT. These are the MOUS courses that require SAM application tests. The license is good as long as you are a student at PSTCC and take courses that require this testing. IMPORTANT NOTE: You will get a SAM card when you purchase the software in the bookstore. It has your password on it. KEEP THIS CARD IN A SAFE PLACE--YOU WILL NEED IT FOR LOGGING IN WHEN YOU TAKE YOUR FIRST SAM TEST. If you lose the number, you will have to purchase another license. At class orientation, you will be instructed how to login and set your password. As a safeguard, you may email your SAM license number to lmanning@pstcc.cc.tn.us.

Microsoft Excel 2000 Comprehensive Concepts and Techniques; Shelly, Cashman, Quasney, Course Technology, 2000. This is the same text that you purchased for OST 1003--Excel I CBT.

I. Week/Unit/Topic Basis:

Since you may be taking more than one MOUS course, the schedule below is set up so that you can complete the course in eight weeks and then complete a second MOUS course during the next eight weeks. If you are taking three MOUS courses, obviously you will either need to complete a course in less than eight weeks or work on two courses at the same time. (To complete two or three courses in one semester, it is imperative that you budget your time accordingly.)

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<tr>
<th>Week</th>
<th>Topic</th>
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<td>1-2</td>
<td>Project 5: Creating, Sorting, and Querying a Worksheet Database and CBT download and install CBTPlayer and begin CBT tutorials in Advanced Excel 2000. Create a worksheet database; add computational fields to a database; use the</td>
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VLOOKUP function to look up a value in a table; change the range assigned to a Name; use a data form to display records, add records, delete records, and change field values in a worksheet database; sort a worksheet database on one field or multiple fields; display automatic subtotals; use a data form to find records that meet comparison criteria; use the advanced filtering features to display records that meet comparison criteria; apply database functions to generate information about a worksheet database.

3-4 Project 7: Using Visual Basic for Applications (VBA) with Excel and CBT Continue
Advanced Excel 2000 CBT tutorials, taking online tests with tutorials.
Use the Undo button to undo multiple changes; use passwords to allow an authorized user to access the protection scheme; use the macro recorder to create a macro; execute a macro; customize a toolbar by adding a button; customize a menu by adding a command; understand Visual Basic for Applications code; add controls to a worksheet, such as command buttons, scroll bars, check boxes, and spin buttons; assign properties to controls; write a procedure to automate data entry into your worksheet; validate incoming data; explain event-driven programs.

4 Tests
Take SAM application test in Testing Center over Excel Projects 5 and 7; complete online CBT tutorial tests over Advanced Excel lessons.

5-6 Project 8: Auditing, Data Validation, and Solving Complex Problems and CBT Work
 on CBT Excel for Power Users tutorials and online quizzes.
Use the Auditing toolbar to analyze a worksheet; add data validation rules to cells; use trial and error to solve a problem on a worksheet; use Excel's Solver to solve a complex problem; password protect a workbook file; use Excel's Scenario Manager to record and save different sets of what-if assumptions and the corresponding results; create a Scenario Summary of scenarios; create a Scenario PivotTable; set and change the properties of a worksheet.

7-8 Project 9: Importing External Data, Tracking and Routing Changes, and Creating Data Maps, PivotCharts, and PivotTables and and CBT complete CBT Excel for Power Users tutorials and online quizzes.
Import data from a text file, an Access database, and a Web page; insert, edit, and remove a comment; explain collaboration techniques; track changes and share a workbook; route a worksheet to other users; accept and reject tracked changes made to a workbook; create, edit, and format a data map; create a PivotChart and a PivotTable; analyze a worksheet database using a PivotChart and a PivotTable; explain the concepts of sharing and merging workbooks.

8 Tests
Take SAM application test in Testing Center over Excel Projects 8 and 9; complete online CBT tutorial tests over Excel for Power User lessons.

II. Course Objectives*:

A. Demonstrate advanced features of Microsoft Windows and Microsoft Excel. I, II, III, VI, XII
B. Apply advanced Excel features. I, II, III, VI, X, XI
C. Record and run macros. I, II, III, VI, X, XI
D. Create, edit, and use a list (database). I, II, III, VI, XI, XII
E. Workgroup editing. I, II, III, VI, XI, XII

*Roman numerals after course objectives reference goals of the OST program.

### III. Instructional Processes*

Students will:

1. Use technology to promote the objectives of this course; specifically, the Internet, email, and presentation graphics applications. *Technological Literacy Outcome*

2. Use email to communicate problems, questions, and issues to instructor. *Communications Outcome, Technological Literacy Outcome*

3. Using a personal computer, browser software, and the Internet, read and respond to tutorials on how to use the application packages presented in this course to gain user proficiency. *Technological Literacy Outcome, Problem Solving and Decision Making Outcome, Active Learning Strategy*

4. Use the skills and applications taught in the CBT tutorials in actual work required in exercises that simulate real-world applications. *Transitional Strategy*

5. Download applications from the Web and install the applications on the student's personal computer to complete research activities required in exercises. *Technological Literacy Outcome, Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

### IV. Expectations for Student Performance*

Upon successful completion of this course, the student should be able to:

1. Use Internet resources. A

2. Use correspondence tool: email. A

3. Rename My Computer. A

4. Use and set date and time settings. A

5. Change fonts. A

6. Customize mouse and keyboard settings. A

7. Copy and move files and folders. A

8. Checking for errors. A

9. Defragment disks. A

10. Use plug and play. A

11. Install wizards. A

12. Customizing the taskbar. A
13. Use the Network Neighborhood. A
14. Use Excel templates. A,B
15. Create a template. A,B
16. Use group editing. A,B
17. Edit a shared workbook. A,B
18. Protect worksheets. A,B
19. Trace dependents. A,B
20. Trace and correct precedents. A,B
21. Create and modify outlines. A,B
22. Consolidate data. A,B
23. Managing large sheets. A,B
24. Record macros. C
25. Run macros. C
26. Create a macro. C
27. Edit and modify macros. C
28. Use lists as databases. D
29. Use data forms. D
30. Sort and filter lists. D
31. Sort and customize AutoFilter. D
32. Query a database. D
33. Run a Web query. D
34. Use data analysis with PivotTables. D
35. Link data. D
36. Create a data link. D
37. Import and export between Excel and other applications. A,B
38. Embed an object. A,B
39. Define custom views and scenarios. A,B
40. Create reports. A,B,E

*Letters after performance expectations reference the course objectives listed above.
V. Evaluation:

A. Testing Procedures: 90% of grade

Two types of tests will be given in this course for grade determination:
(1) short-answer tests administered through the Computer Based Training tutorial software (taken over the Web) and
(2) short-answer tests over the textbook material (taken in the Testing Center).

Number of tests:
CBT tutorial tests delivered over Web
   Advanced Excel
   Excel for Power Users
2 SAM textbook tests taken in the Testing Center
   Projects 5 and 7
   Projects 8 and 9

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 10% of grade

5% -- Active involvement in email communication with instructors
5% -- Successful download of necessary files and programs for coursework

E. Grading Scale:

A  93-100
B+ 90-92
B  85-89
C+ 80-84
C  75-79
D  70-74
F  69 and below

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75% of their scheduled class and laboratory meetings in order to receive credit for the course.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.
C. Where Do I Begin?

Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.

1. Once you have your supplies, hardware/software setup, you should go to http://www.pstcc.cc.tn.us/ost/mous.
2. Click on the WebCT button, click on My WebCT, and then login to WebCT.
3. Click on OST 1001-1011--MS Office User Specialist Courses. Choose the icon labeled Class Map and Due Dates, choose Map for Excel II, and print out the Class Map for Excel II. This document will guide you through the course. It contains a list of the CBT tutorials you will use, the textbook pages to read and exercises to complete, and a listing of what tests you need to take and when to take them.

**Resources that will be used:**

Personal computer using the Internet to deliver the course. You will need your own Internet Service Provider for access to the Internet.

Computer Based Training (CBT) online courseware. You will need to download the CBT Player to your computer to view the courseware.

Applications software. You will need to have the following software packages installed on your computer to complete the course: Windows 95 or higher, an Internet browser (full-blown version, NOT AOL version), Microsoft Office 2000, CBT Player (download free to play CBT tutorials and tests).

**Technology Requirements:**

To run Office 2000, see http://www.microsoft.com/office/features/ofc2000tour/Sysreqs.htm for the recommended hardware/software requirements.

**Minimum hardware requirements:**

- Pentium class or better
- 75 MHz processing speed
- 3.5" floppy drive
- 16Mb RAM memory for Win95
- 32+Mb RAM for WinNT
- 217Mb disk space for CD1 (Word, Excel, Outlook, PowerPoint, Access, FrontPage)
- 174Mb disk space for CD2 (Publisher, Small Business Tools)
- CD ROM drive
- Microsoft mouse compatible
- 9,600-baud modem; 14,400- or higher-baud modem recommended
- at least VGA graphics capability with a minimum of 512K video RAM (1Mb video RAM recommended. Super VGA recommended.
- Windows display mode of at least 640 x 480 resolution with at least 16 colors.

**Minimum software requirements:**

You need to know how to use your computer and how to use the Internet. You will need to have the following software installed on your computer:

- Windows 95 or higher
- an Internet browser (full-blown Netscape or Internet Explorer). The AOL browser will not work with the course delivery software. If you do not have the full-blown Netscape or IE, you will need to download them from the Web. They are free.
- MS Office 2000
- CBT Player download after you are registered in the course. (You must download this and have it installed on your hard drive in order to play the CBT tutorials and take the CBT online tests). Use the following link to get directions for downloading CBT Player and tutorials: http://198.146.192.9/dynamo/gettingstarted.htm

**Course structure:**

OST 1003 and OST 1004 (Excel I-II) provide you the opportunity to learn skills required for the Core and Expert levels of Microsoft Office User Specialist Certification Exam for Excel. Your text and the CBT tutorials are Microsoft-approved courseware that matches the proficiency guidelines developed by Microsoft for the certification exam. In addition, these
one-hour courses can be combined to meet the requirements for Pellissippi State MOUS certificates. This course is delivered as an online course over the World Wide Web (WWW). Assignments will consist of:
- reading textbook assignments,
- completing textbook and online assignments,
- completing online CBT theory tests (true-false/multiple-choice tests),
- completing SAM application tests.

NOTE: The SAM application tests must be taken in the Pellissippi State Testing Center (available at all three campus locations).

Readings, text exercises, and CBT tutorials must be completed prior to taking the tests. You have 15 weeks to complete this course, but you may be able to complete it in less time. Due dates for completion of units will be enforced, since procrastination is a sure way to compromise your success in an independently paced learning experience such as this.

As a registered student, you can use the open computer labs at Pellissippi State. NOTE: You must have or must purchase Windows 95 or higher and Microsoft's Office 2000 software for this course. Netscape Navigator or MS Internet Explorer and the CBTPlayer are free and can be downloaded from the Internet. The AOL browser will not work with the delivery software. Students will need to arrange for their own Internet Service Provider (ISP).