

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**EXCEL II CBT  
OST 1004**

**Class Hours: 0.0**

**Credit Hours: 1.0**

**Laboratory Hours: 3.0**

**Date Revised: Fall 04**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

Intermediate spreadsheet applications emphasizing financial functions and data tables; creating, sorting and filtering lists; and working with multiple worksheets and 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 Course Materials:**

License for SAM XP student testing. You will purchase this license ONCE. The license contains a key code that can be used to access the SAM XP testing software in the Testing Center for Word CBT, Excel CBT, PowerPoint CBT, Outlook and/or Access CBT. These are the CBT courses that require SAM XP application tests. The key code is good as long as you are a student at PSTCC and take courses that require this testing for OfficeXP.

**IMPORTANT NOTE: KEEP THIS KEY CODE IN A SAFE PLACE--YOU WILL NEED IT FOR LOGGING IN WHEN YOU TAKE YOUR FIRST SAM TEST.** If you lose the key code, you will have to purchase another key code.

License for TOM XP student training. You will purchase this license ONCE. This license allows you to install the connection to TOM XP online on your personal computer. This license can be used to access the TOM XP training software for Word CBT, Excel CBT, PowerPoint CBT, Outlook CBT and/or Access CBT. These are the CBTcourses that require TOM XP. The license is good as long as you are a student at PSTCC and take courses that require TOM XP

*Microsoft Excel 2002 Comprehensive Concepts and Techniques*; Shelly, Cashman, Quasney, Course Technology, 2002. This book will be also be used in OST 1004--Excel II CBT.

**I. Week/Unit/Topic Basis:**

Although the schedule below is set up for 7 weeks, you do have the entire semester to complete the course. Since you may be taking more than one CBTcourse, this schedule is set up so that you can complete the course in seven weeks and then complete a second CBTcourse during the next seven weeks. If you are taking three CBTcourses, obviously you will either need to complete a course in less than seven 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.)

(See Where Do I Begin? section at end of this syllabus for detailed instructions on accessing tutorials, textbook assignments, and testing structure.)

**Week            Topic**

- 1-2 Site quiz, TOM XP training tutorial for Project 4, and Project 4 in textbook  
Complete the WebCT site quiz. Install the TOM XP training software to your home computer and complete the training tutorial for Project 1. Read and complete assignments for Project 1 in textbook
- 3-4 TOM XP training tutorial for Project 5 and Project 5 in textbook  
Complete the training tutorial for Project 5. Read and complete assignments for Project 5 in textbook.
- 5-6 TOM XP training tutorial for Project 6 and Project 6 in textbook  
Complete the training tutorial for Project 6. Read and complete assignments for Project 6 in textbook
- 7 SAM Test
- Take Sam Application test on the Main Campus Testing Center over Projects 4, 5 and 6. Be sure to take the practice SAM test that is available in the testing center before you take the SAM application test over Projects 4, 5 and 6.

## II. Course Objectives\*:

- A. Demonstrate intermediate features of Microsoft Excel. I, III, VI, X
- B. Apply intermediate Excel features. I, III, VI, IX, X
- D. Create, edit, and use a list (database). I, III, VI, IX, X

\*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*
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*
4. Use the skills and applications taught in the TOM XP 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. *Active Learning Strategy*

\*Strategies and outcomes listed after instructional processes reference TBR'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. Copy and download files and programs. A
4. Control the color and thickness of outlines and borders A,B
5. Use range names. A,B
6. Use PMT and PV functions. A,B
7. Create and analyze a data table. A,B
8. Create an amortization schedule. A,B
9. Set and utilize print options. A,B
10. Add a hyperlink to a worksheet. A,B
11. Protect and unprotect cells in a worksheet. A,B
12. Use the formula checking features of Excel. A,B
13. Create, sort, and query a worksheet database. A,C
14. Use the VLOOKUP function. A,B
15. Use a data form to display records, add records, delete records, and change values in a worksheet database. A,C
16. Apply database functions to generate information about a worksheet database. A,C
17. Use advanced filtering features to display records that meet comparison criteria. A,C
18. Display automatic subtotals. A,B
19. Print a database. A,C
20. Create and use templates. A,B
21. Utilize custom format codes. A,B
22. Define, apply, and remove a style. A,B
23. Create formulas that use 3-D references. A, B
24. Use WordArt to create a title. A, B
25. Consolidate data within the same workbook and link workbooks. A,B
26. Add comments to cells. A, B
27. Add header or footer to a workbook. A, B
28. Change page margins and add a page break to a worksheet. A, B
29. Use the Find and Replace commands. A, B
30. Create and use a workspace file. A, B

\*Letters after performance expectations reference the course objectives listed above.

#### **V. Evaluation:**

A. Testing Procedures: 90% of grade

Two types of evaluation will be given in this course for grade determination:

1. Completion of TOM XP tutorials over Projects 1, 2 and 3 (completed online on home computer). Scores for Projects 1, 2 and 3 will be averaged and will count as 45% of the total grade for the course.
2. SAM application test over Projects 1, 2 and 3 in textbook (MUST be taken in the Testing Center at Main campus). This test will count as 45% of the total grade for the course

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 10% of grade

5 percent - Active involvement in WebCT email communication with instructor and successful download of necessary files and programs for coursework.

5 percent - Successful completion and grade on WebCT Site Quiz.

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 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (*Pellissippi State, 2004-2006 Catalog, page 83*)

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. (*Pellissippi State, 2004-2006 Catalog, pages 62-63*)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an

effective, efficient, ethical and lawful manner. (*Pellissippi State, 2004-2006 Catalog, pages 67-70*)

#### E. Other

**Technology requirements:** You need to know how to use your computer and how to use the Internet.

To complete this course, the following hardware/browser/software are recommended: (As a registered student, you can use the open computer labs at Pellissippi State.)

Minimum hardware requirements:

(see <http://www.microsoft.com/office/evaluation/sysreqs.asp> for more information)

Minimum browser requirements:

(see <http://webct.pstcc.edu/studenthelp/getstarted/spec.html>)

Minimum software requirements:

- Windows 98 or higher
- MS Office XP
- TOM XP training online materials. Install the connection to TOM online on your personal computer (See Textbook and Other Supplies).

#### **Where do I begin?**

1. Once you have your supplies, hardware/software setup, you should go to <http://webct.pstcc.edu>.
2. Click on Log into My WebCT.
3. Click on OST 1004WWI Excel II CBT course link and click the Course Information icon. To prepare for the WebCT Site Quiz, review the information given under each icon. The Site Quiz tests your knowledge about this information.
4. Print out the Class Map for Excel II found under the icon Class Map and Due Dates. This class map will guide you through the course. (The Class Map gives detailed information about tutorials, assignments and testing)

#### **Course structure:**

OST 1003 and OST 1004 (Excel I-II) provide you the opportunity to learn most of the skills (See page E.E.3 in your textbook) required for the Core level of Microsoft Office User Specialist Certification Exam for Excel. Your text is 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 CBT certificates.