PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

SPECIAL EFFECTS WITH EXCEL
OST 1213

Class Hours: 1.0          Credit Hours: 1.0
Laboratory Hours: 0.0     Revised: Fall 06

Catalog Course Description:
This course explores spreadsheet enhancement using advanced features (drawing tools, charts, lists, and PivotTable/PivotCharts).

Entry Level Standards:
Keyboarding speed of 28 wpm recommended.

Prerequisites:
OST 1211 or equivalent

Textbook(s) and Other Course Materials:
Textbook -- TBA
Two or three high-density 3½” diskettes OR ZIP disks OR CDs (or a combination of disks) OR flash memory stick.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Enhancing Excel worksheets</td>
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<tr>
<td>2-3</td>
<td>Adding Pizzazz to Excel charts</td>
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<tr>
<td>4-5</td>
<td>Reporting Data with Lists, PivotTables/PivotCharts; Final Exam</td>
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** Students are encouraged to bring samples of their office work for class discussion.

II. Course Objectives*:

A. Demonstrate advanced spreadsheet concepts. (I, II, III, VI, XI, XII)
B. Create and use charts. (I, II, III, VI, XI, XII)
C. Create, edit, and use a list (database). (I, II, III, VI, XI, XII)
D. Create, edit, and use PivotTables and PivotCharts. (I, II, III, VI, XI, XII)

*Roman numerals after course objectives reference goals of the OST program.
III. Instructional Processes*:

Students will:

1. Refine their reading skills and expand their vocabularies through completion of weekly reading assignments. *Communication Outcome*

2. Use technology to promote objectives of the course; specifically, Excel. *Technological Literacy Outcome*

3. Use Excel's formatting commands and drawing tools to develop a professional-looking worksheet. *Technological Literacy Outcome*

4. Complete assignments based on real workplace scenarios. *Communication Outcome, Transitional Strategies*

5. Use e-mail to communicate with your instructor on class activities and assignments. *Technological Literacy Outcome*

6. Interpret data from business information provided on a worksheet, a list (database), a pivot table or charts. *Technological Literacy Outcome*

7. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. *Transitional Strategy and Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting course work 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. Print spreadsheets with headers and footers with graphics and/or logos. (A)

2. Create charts (graphs). (A) (B)

3. Use the charts toolbar. (A) (B)

4. Use the drawing toolbar. (A) (B)

5. Place enhanced titles on the chart. (B)

6. Add graphics to charts. (A) (B)

7. Enhance the appearance of the chart by using fonts and other attributes. (B)

8. Change the size of a chart. (B)

9. Perform What-If analysis with charts. (A) (B)

10. Use the list commands. (A) (C)

11. Sort database in ascending and descending order. (C)

12. Use the AutoFilter in a list to match a particular criteria. (A) (C)
13. Use Subtotals in a list. (C)
14. Create and use a Pivot table. (A) (D)
15. Change the layout of a Pivot table. (A) (D)
16. Create and edit a Pivot chart. (A) (D)

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

V. Evaluation:

A. Testing Procedures:

Evaluations will consist of application activities. (The number of tests given and the material that is included on these tests is chosen at the discretion of the instructor.) Selected assigned application exercises will be collected for grading. A point system of grading will be utilized for the applications exercises based on the amount of work done and accuracy of work.

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. However, you will be expected to do lab work in addition to class time to complete assignments. Open labs are available at all campuses. Check posted hours.

C. Field Work:

N/A

D. Other Evaluation Methods:

N/A

E. Grading Scale:

This is a Pass/No Pass course. Student must earn an average of 75% on all assigned activities and tests to pass the course with a grade of Pass.

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 (excluding videotape and Web 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.]

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. Accommodations for disabilities:

If you need accommodations 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. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.

D. Other Policies:

**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.