

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**EXCEL I CBT
OST 1003**

Class Hours: 0.0

Credit Hours: 1.0

Lab Hours: 3.0

Revised: Fall 09

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Basic spreadsheet applications emphasizing formatting procedures in generating reports; fundamentals of creating, entering data into spreadsheet, storing, using formulas, and printing a spreadsheet. The course is created specifically to meet the Microsoft Certified Application Specialist Program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Attention OST Majors: OST majors are required to purchase and start a professional portfolio in which they will collect examples of documents that they complete in OST 2006 (Word II), OST 2621 (Excel) or OST 1003 (Excel 1 CBT), OST 2600 (Access), OST 2120 (Keyboarding III), OST 2810 (Creating Web Pages), OST 2015 (Word/Excel/PowerPoint III), and OST 2300/2301 (Practicum). This portfolio will be submitted during the last semester at Pellissippi State, will be reviewed by the OST faculty, and will be used for job applications to present during job interviews.

Entry Level Standards:

Basic knowledge of a personal computer and its operation

Prerequisite:

OST 1100—Keyboarding or equivalent

Textbook(s) and Other Course Materials:

Microsoft Excel 2007 *Introductory Concepts and Techniques*; Shelly, Cashman, Quasney, Course Technology, 2007. [Note: If you are also enrolled in OST 1004 Excel II or plan to take OST 1004, get the **Microsoft Excel 2007 *Complete Concepts and Techniques*** (textbook required for OST 1004). This book has all the lessons for both OST 1003 and OST 1004. If you are only taking OST 1003, then purchase the *Introductory Concepts and Techniques*.]

I. Week/Unit/Topic Basis:

You can take the entire semester to complete this course as listed below. Due dates will be strictly followed and late penalties will be applied to late work. If you are taking more than one CBT course, you will have to work on more than one course at a time.

Week	Topic
1-3	Email Assignment, Online Entrance Quiz, Chapter 1 in textbook, and Online Practice Test for Chapter 1

Complete the Email assignment as directed under Getting Started. Read and complete assignments for Chapter 1 as stated on Class Map.

4-6

Chapter 2 in textbook and Online Practice Test for Chapter 2

Read and complete assignments for Chapter 2 as stated on Class Map.

7-9

Chapter 3 in textbook and Online Practice Test for Chapter 3

Read and complete assignments for Chapter 3 as stated on the Class Map.

10-12

Take the Application test at the Main Campus Testing Center over Projects 1, 2, and 3.

13-14

Complete the Online Exit Quiz

II. Course Objectives*:

- A. Demonstrate basic fundamentals of Microsoft Excel and personal computer concepts. I, III, VI X
- B. Create, edit, enhance, and print worksheets in Excel. I, III, VI, IX, X
- C. Create edit, enhance, and print charts. 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 spreadsheet applications. *Technological Literacy Outcome*
2. Use email to communicate problems, questions, and issues to instructor. *Communications Outcome*
3. Use a personal computer, browser software, and the Internet, to read and respond to tutorials on how to use the application packages presented in this course to gain user proficiency. *Technological Literacy Outcome*
4. 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. Start an application program in Windows XP or higher. A
5. Create, edit, and print workbooks. A,B
6. Enhance worksheets (bold, alignment, fonts, borders, fill color, etc.). A,B
7. Save a workbook. A,B
8. Use Help. A,B
9. Use the AutoCalculate button. A,B
10. Create, enhance, and print charts (embedded and on separate sheet). A,C
11. Use AutoFormat command. A,B
12. Enter and verify formulas. A,B
13. Use basic @ Functions (AVERAGE, MAX, MIN, SUM, IF, NOW etc.). A,B
14. Adjust column widths and row heights. A,B
15. Move and copy data. A,B
16. Use a Web query. A,B
17. Use absolute cell reference. A,B
18. Perform What-If alternatives. A,B
19. Use Goal Seek command. A,B
20. Freeze column and row titles A,B
21. Format numbers using format symbols and the Format Cells dialog box. A,B
22. Display and print the formulas version of a worksheet. A,B
23. Publish a worksheet and chart as a Web page and display Web pages (A,B)
24. Customize the Quick Access toolbar (A,B)

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

V. Evaluation:

A. Testing Procedures: 70% of grade

Application Test (Test must be taken at the Main Campus Testing Center)

Evaluation will consist of an application test. This test will consist of problems similar to the exercises in the textbook. A test disk will be provided and collected which will be used to grade this test.

This test CANNOT be taken past the due date as listed on the calendar.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 30% of grade

10 percent - Email assignment, online entrance quiz, and online exit quiz. These three items will be averaged together and will count 10 percent of the total grade. No work will be accepted after the due date as listed on the calendar.

20 percent – Complete the online practice test for each chapter. These tests will consist of multiple choice questions taken directly from the material in the textbook. They can be retaken until desired score is achieved. The average of these online practice tests will count 20 percent of the total grade. Half-credit will be awarded for any practice test taken after the due date as listed on the calendar up to one week. No work will be accepted after one week past the due date.

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 expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. (*Pellissippi State Online Catalog*)

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 Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his 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 134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

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 Online Catalog*)

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 PSTCC.)

Minimum hardware requirements:

See <http://www.microsoft.com/office/evaluation/sysreqs.asp>

Minimum browser requirements:

See <http://www.pstcc.edu/online/specs.html>

Minimum software requirements:

1. Windows XP or higher
2. MS Office 2007 Professional