Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Fall 1998

NOTE: If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by completing an Add/Drop form by the published deadline date. You will receive the same instruction as students taking the course for credit, but your GPA will not be affected and the course will not count toward an academic degree.

NOTE: This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Occasionally, time will be allowed at the instructor's discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours.

Catalog Course Description:
A study of basic spreadsheet applications and beginning-level microcomputer operations.

Entry Level Standards:
Keyboarding speed of 25 wpm recommended

Prerequisite:
OST 1005 or OST 1211 or 1221 or equivalent

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

New Perspectives on Microsoft® Windows® 95
Two or three high-density diskettes (3½”)
Folder, two-pocket, for submitting assignments.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Introduction to Microsoft® Windows® 95 organization, terminology, and concepts; Exploring the Basics and Working with Files</td>
</tr>
<tr>
<td>2</td>
<td>Overview of Lotus 1-2-3 Release 5 for Windows; Fundamentals of Lotus 1-2-3</td>
</tr>
<tr>
<td>3-4</td>
<td>Creating and Printing Worksheets</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Demonstrate basic fundamentals of Microsoft® Windows™ concepts. I, XII

B. Demonstrate basic fundamentals of Lotus 1-2-3 concepts. I, III, XII

C. Create, print and use charts, drawn objects, and maps. I, III, IV, XII

D. Create, modify, and use a database. I, XI, XII

E. Combine and integrate worksheets and other Windows Applications. I, IV, XII

F. Create, edit, and use keyboard macros. I, XII

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

III. Expectations for Student Performance*:

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

1. Identify the terminology of Windows™ A
2. Identify and use the controls on the Windows 95 desktop. A
3. Use the Windows 95 Start button. A
4. Identify and use the controls in a window. A
5. Switch between programs using the taskbar. A
6. Manipulate files in the Windows 95 environment. A
7. Format a disk. A
8. Identify the terminology of Lotus 1-2-3 Release 5 for Windows. B
9. Identify the anatomy of a worksheet. B
10. Identify the types of worksheet entries. B
11. Move around the worksheet. B
12. Create a spreadsheet. B
13. Format numeric entries. B
15. Enter formulas. B
16. Use basic @functions. B
17. Change the default directory. B
18. Use Range commands. B
19. Use the Cut and Paste commands. B
20. Print spreadsheets with headers and footers and page setup changes. B
22. Use Absolute References. B
23. Perform document management by using windows, freezing titles, etc. B
24. Use range names in formulas. B
25. Use multiple worksheets. B
26. Create basic versions and scenarios. B
27. Create charts (graphs). C
28. Use the charts commands. C
29. Place titles on the chart. C
30. Add graphics to charts. C
31. Enhance the appearance of the chart by using fonts, etc. C
32. Change the size of a chart. C
33. Perform What-If analysis with charts. C
34. Add drawn objects to the chart. C
35. Create basic maps. C
36. Use the database commands. D
37. Sort database in ascending and descending order. D
38. Query (select) records in a database that match a particular criteria. D
39. Use Crosstab to summarize a database. D
40. Change the criteria of a query; sort the query. D
41. Use a Table Lookup. E
42. Perform goal seeking using the Backsolver. E
43. Explore alternatives with a one-variable What-If Table. E
44. Combine multiple worksheet files. E
45. Create and use simple Lotus macros. F

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

IV. Evaluation:

A. Testing Procedures: 50% of grade

Evaluations will consist of theory tests and/or application activities. Theory questions will be multiple-choice, true/false, and/or short answer. Application activities will consist of exercises to complete on the PC. Diskettes and/or printouts will be collected for grading. NO MAKEUP TESTS WILL BE GIVEN. If you are absent on one of the days and/or nights a test is given, you will take a comprehensive application test at the end of the semester to replace the test you have missed.

B. Laboratory Expectations: 50% of grade

Homework and/or Graded Exercises: 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.

C. Grading Scale:

<table>
<thead>
<tr>
<th>OST Departmental Percentage Scale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A 93 - 100</td>
<td></td>
</tr>
<tr>
<td>B+ 90 - 92</td>
<td></td>
</tr>
<tr>
<td>B 85 - 89</td>
<td></td>
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<tr>
<td>C+ 80 - 84</td>
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<tr>
<td>C 75 - 79</td>
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<tr>
<td>D 70 - 74</td>
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<tr>
<td>F 69</td>
<td></td>
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</tbody>
</table>

V. 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. Individual departments/programs/disciplines, with the approval of the Vice President for Academic and Student Affairs, may have requirements that are more stringent.

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. Proficiency by Examination:

A student with a minimum GPA of 2.5 may apply for credit by examination for any college-level course at Pellissippi State on the basis of past experience or training. The student’s application for credit by examination must be approved by the department head, academic dean, and Vice President for Academic and Student Affairs. The OST Department will administer ALL credit-by-examination tests on the third Saturday of the semester.