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. Open labs are available at all campuses. Check posted hours.

Catalog Course Description:

A study to provide fundamentals of spreadsheet applications including entering, formatting, charting, managing, and analyzing data using Excel software program.

Entry Level Standards:

Keyboarding speed of 25 wpm recommended.

Prerequisites:

OST 1005 or OST 1211 or 1221 or equivalent

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

Two high-density diskettes
Folder, two-pocket, for submitting assignments.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Introduction to Microsoft® Windows™95</td>
</tr>
<tr>
<td>2-3</td>
<td>Overview of Excel 97; Creating a Worksheet</td>
</tr>
<tr>
<td>4</td>
<td>Enhancing a Worksheet</td>
</tr>
<tr>
<td>5-6</td>
<td>Creating Charts</td>
</tr>
<tr>
<td>7-8</td>
<td>Working with Excel Lists</td>
</tr>
</tbody>
</table>
II. Course Objectives*:

A. Demonstrate basic fundamentals of Microsoft® Windows™ concepts. I, II, III, VI, XI, XII
B. Demonstrate basic fundamentals of spreadsheet concepts. I, II, III, VI, XI, XII
C. Create and use charts. I, II, III, VI, XI, XII
D. Create, edit, and use a list (database). I, II, III, VI, XI, XII
E. Create and use keyboard macros. I, II, III, VI, XI, XII
F. Integrate Excel with other windows programs and the World Wide Web. I, II, III, VI, XI, 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. Open multiple applications. A
3. Copy, delete and move files. A
4. Switch between applications windows and documents windows. A
5. Identify the terminology of Excel Release for Windows. B
6. Identify the anatomy of a worksheet. B
7. Identify the types of worksheet entries. B
8. Move around the worksheet. B
9. Create a spreadsheet. B
10. Format numeric entries. B
11. Access the Help functions. B
12. Enter formulas. B
13. Use basic @ functions. B
14. Use Scenario management and data tables. B
15. Use Solver for complex problems. B
16. Use the Copy, Cut, and Paste commands. B
17. Print spreadsheets with headers and footers. B
18. Perform What-If alternatives. B
19. Use Absolute references. B
20. Perform document management by using windows, freezing titles, etc. B
21. Use range names in formulas. B
22. Use multiple worksheets. B
23. Create charts (graphs). C
24. Use the charts command. C
25. Place titles on the chart. C
26. Add graphics to charts. C
27. Enhance the appearance of the chart by using fonts and other attributes. C
28. Change the size of a chart. C
29. Perform Change the size of a chart. C
30. Use the list commands. D
31. Sort database in ascending and descending order. D
32. Use the AutoFilter in a list to match a particular criteria. D
33. Use Subtotals in a list. D
34. Create and use a Pivot table. D
35. Changing the layout of a Pivot table. D
36. Create and use simple macros. E
37. Execute and edit keyboard macros. E
38. Use the various methods of integration with other windows applications. F
39. Create Hyperlinks to connect files. F
40. Convert an Excel worksheet to HTML format. 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>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>B</td>
<td>85-89</td>
</tr>
<tr>
<td>C+</td>
<td>80-84</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
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</table>

Submission of Assignments: In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated.

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. [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. Access to PSTCC Facilities:

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