I. INTRODUCTION

A. This course provides skill development in concepts, procedures, and application of spreadsheets for business.

B. This is a required course in the Executive Assistant degree and certificate programs, the Office Management degree and certificates, and some Office Technology certificate programs. This course in conjunction with other appropriate courses prepares students to enter the secretarial, office administration, word processing, office management, or health information management career fields. This course may be used as an elective in many degree programs. You will be required to demonstrate proficiency in the skills learned in this course in the internship or practicum courses.

C. This course is occupationally related and serves as preparation for careers in Data Processing/Data Entry, Office Management, Accounting, Office Assistant, or as an individual course for home or personal use.

D. Prerequisite(s): Introduction to a computer application course or equivalent.

E. Alphanumeric coding used throughout this syllabus denotes integration of SCANS occupational competencies (C1, etc.) and foundation skills (F1, etc.)

II. LEARNING OUTCOMES

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

A. Identify spreadsheet terminology and concepts. (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

B. Calculate data using formulas and functions. (C7, C8, C9,) (F2, F5, F6, F7, F8)

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C. Create and modify workbooks. (C1, C3, C6, C8, C9) (F2, F4, F5, F6, F7, F9, F10)

D. Insert graphics and reports. (C5, C6, C7, C8, C17, C18, C19) (F1, F2, F5, F6, F7, F9, F10, F12, F16)

E. Create and use special functions. (C5, C6, C7, C8, C17, C18, C19) (F1, F2, F5, F6, F7, F9, F10, F12, F16)

III. INSTRUCTIONAL MATERIALS

A. Required Text: Instructional Materials for this course may be found www.ctcd.edu/books.

B. Required Supplies: Storage device as instructed by individual instructor. Students in traditional classrooms must provide one ream of 500 sheets of paper.

IV. COURSE REQUIREMENTS:

A. Reading Assignments: The student will read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas.

B. Projects: All problems and other assignments must be completed before the class period in which the assignment is due.

C. Class Performance: Due to the extent of material covered, attendance at all classes and lab sessions is essential. If the student cannot attend the class in which the assignment is due, he or she should be certain the assignment is handed in before the period due. All late class work, homework, and/or daily work is subject to a 10-point late penalty.

D. Class Participation: The student is expected to participate in classroom discussions, hands-on activities, and in-class assignments.

V. EXAMINATIONS

A. End of chapter and unit questions.

B. End of unit applications and projects.

C. End of unit exams.

VI. SEMESTER GRADE COMPUTATIONS

A. Distribution of possible points
Homework & Projects................................................600 points  
Exams...............................................................................400 points

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses
- Friday of 12th week for 16-week courses

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in the spring of 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the fall of 2007 or later.
D. **Incomplete Grade:** In keeping with College policy, the instructor may grant an incomplete grade in cases in which the student has completed the majority of the course work, but because of extenuating circumstances, is unable to complete the requirements for the course. Prior approval from the instructor is required before the grade of “IP” is recorded. Deadline for changing the IP grade is 110 days after the scheduled end of the course. An IP grade can be replaced with the student’s actual grade, including an F; but it may not be replaced with a W. At the end of the 110 calendar days if the student has not completed the remaining coursework as required by the instructor, the “IP” will be converted to an “FI” and appear as an “F” on the student’s official transcript.”

E. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory. The student should refrain from texting or searching the Internet while class is in session.

F. **Americans with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

G. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

H. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

I. **Scholastic Honesty:** All students of the Office Administration program are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and in examinations. Each student should avoid:

- **Plagiarism**—the taking of passages or ideas from writings of others without giving proper credit to the source.

- **Collusion**—working together with another person in the preparation of work unless such joint preparation is specifically approved in advance by the instructor.
Cheating—giving or receiving information on an examination, homework, or projects.

Students found guilty of scholastic dishonesty are subject to the Office Administration Department’s disciplinary action and CTC’s disciplinary committee; in addition, students are subject to having credit for courses canceled.

I. Absences and Tardiness

1. Students are required to attend regularly all classes in which they have enrolled. Students are required to be in the classroom on time.

2. Absences, for any reason, negatively affect the learning process, the individual student, and the class. When absence from class is necessary, for any reason, the student has the responsibility to arrange to make up assignments missed during the absence.

3. Students are required to notify the instructor in advance of any absence to retain the privilege of submitting make-up work without grade penalty.

VIII. COURSE OUTLINE

A. Unit 0: Getting Started in Office 2013

1. Learning Outcomes: Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on the unit assessment:
   a. Copying files from Student Resources CD to storage device
   b. Deleting a folder
   c. Opening, switching between programs, and manipulating Windows
   d. Managing files and folders
   e. Exploring the Internet
   f. Perform Start Here! activities

2. Learning Activities:
   a. Classroom lecture/discussion
   b. Reading assignment
   c. Homework study
   d. Review key terms
   e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. Lesson Outline:
   Follow the outline of learning activities as presented in the unit.
B. **Unit 1: Preparing an Excel Workbook**

1. **Learning Outcomes:** Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on the unit assessment:
   a. Identify the various elements of an Excel workbook
   b. Create, save, and print a workbook
   c. Enter data in a workbook
   d. Edit data in a workbook
   e. Insert a formula using the Autosum button
   f. Apply basic formatting to cells in a workbook
   g. Use the Help feature

2. **Learning Activities:**
   a. Classroom lecture/discussion
   b. Reading assignment
   c. Homework study
   d. Review key terms
   e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. **Lesson Outline:**
   Follow the outline of learning activities as presented in the unit.

C. **Unit 2: Moving Data within and between Workbooks**

1. **Learning Outcomes:** Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on unit assessments:
   a. Create a workbook with multiple worksheets
   b. Move, copy, and paste cells within and between worksheets
   c. Split a worksheet into windows and freeze panes
   d. Name a range of cells and use a range in a formula
   e. Open multiple workbooks
   f. Arrange, size, and move workbooks
   g. Copy and paste data between workbooks
   h. Link data between worksheets

2. **Learning Activities:**
   a. Classroom lecture/discussion
   b. Reading assignment
3. **Lesson Outline:**

Follow the outline of learning activities as presented in the unit.

D. **Unit 3: Creating Charts and Inserting Formulas**

1. **Learning Outcomes:** Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment:
   a. Create a chart with data in an Excel worksheet
   b. Size, move, edit, format, and delete charts
   c. Print a selected chart and print a worksheet containing a chart
   d. Change a chart location
   e. Insert, move, size, and delete chart elements and shapes
   f. Write formulas with the PMT and FV financial functions
   g. Write formulas with the IF logical function

2. **Learning Activities:**
   a. Classroom lecture/discussion
   b. Reading assignment
   c. Homework study
   d. Review key terms
   e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. **Lesson Outline:**

Follow the outline of learning activities as presented in the unit.

E. **Unit 4: Advanced Formatting Techniques**

1. **Learning Outcomes:** Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment:
   a. Apply conditional formatting by entering parameters for a rule
   b. Apply conditional formatting using a predefined rule
   c. Create and apply a new rule for conditional formatting
   d. Edit, delete, and clear conditional formatting rules
   e. Apply conditional formatting using an icon set, data bars, and color scale
   f. Apply conditional formatting using a formula
   g. Apply fraction and scientific formatting
h. Apply a special format for a number  
i. Create a custom number format  
j. Apply wrap text and shrink to fit text control options  
k. Modify text using the text functions PROPER, UPPER, LOWER, SUBSTITUTE, RIGHT, LEFT, MID, AND TRIM  
l. Filter a worksheet using a custom AutoFilter  
m. Filter and sort a worksheet using conditional formatting or cell attributes

2. **Learning Activities:**  
a. Classroom lecture/discussion  
b. Reading assignment  
c. Homework study  
d. Review key terms  
e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. **Lesson Outline:**  
Follow the outline of learning activities as presented in the unit.

F. **Unit 5: Working with Tables and Data Features**

1. **Learning Outcomes:** Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment:  
a. Create a table in a worksheet  
b. Expand a table to include new rows and columns  
c. Add a calculated column in a table  
d. Format a table by applying table styles and table style options  
e. Add a Total row to a table and formulas to total cells  
f. Sort and filter a table  
g. Split contents of a cell into separate columns  
h. Use Flash Fill  
i. Remove duplicate records  
j. Restrict data entry by creating validation criteria  
k. Convert a table to a normal range  
l. Create subtotals in groups of related data  
m. Group and ungroup data

2. **Learning Activities:**  
a. Classroom lecture/discussion  
b. Reading assignment  
c. Homework study
d. Review key terms

e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. Lesson Outline:
Follow the outline of learning activities as presented in the unit.

G. Unit 6: Managing and Integrating Data and the Excel Environment

1. Learning Outcomes: Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment:
   a. Switch data arranged in columns to rows and vice versa
   b. Perform a mathematical operation during a paste routine
   c. Populate a cell using Goal Seek
   d. Save and display various worksheet models using Scenario Manager
   e. Create a scenario summary report
   f. Create a one-variable data table to analyze various outcomes
   g. Create a two-variable data table to analyze various outcomes
   h. View relationships between cells in formulas
   i. Identify Excel error codes and troubleshoot a formula using formula auditing tools
   j. Circle invalid data
   k. Use the Watch Window to track a value

2. Learning Activities:
   a. Classroom lecture/discussion
   b. Reading assignment
   c. Homework study
   d. Review key terms
   e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. Lesson Outline:
Follow the outline of learning activities as presented in the unit.

H. Unit 7: Automating Repetitive Tasks and Customizing Excel

1. Learning Outcomes: Upon successful completion of this lesson, the student will achieve the following outcomes with at least 70% accuracy on a unit assessment:
   a. Record, run, and edit a macro
b. Save a workbook containing macros as a macro-enabled workbook

c. Create a macro that is run using a shortcut key combination

d. Pin and unpin a frequently used file to the Recent Workbooks list

e. Customize the ribbon by creating a custom table and adding buttons

f. Add and remove buttons for frequently used command to the Quick Access toolbar

g. Create and apply custom views

h. Crate and use a template

i. Customize save options for AutoRecover files

2. Learning Activities:

a. Classroom lecture/discussion

b. Reading assignment

c. Homework study

d. Review key terms

e. Applications and projects (C5, C6, C7, C8, C17, C18, C19), (F1, F2, F5, F6, F7, F9, F10, F12, F16)

3. Lesson Outline:

Follow the outline of learning activities as presented in the unit.