



# MICROCOMPUTER SPREADSHEET

## COURSE SYLLABUS

3-0-3

Date: 11/29/11

**COURSE NUMBER:** CPT 174

**PREREQUISITE(S):** CPT 101 with a minimum grade of "C" or better

**CO-REQUISITE(S):** None

**COURSE DESCRIPTIONS**

This course introduces the use of spreadsheet software on the microcomputer. Topics include how to plan and create workbooks, open existing workbooks, create formulas, add formatting attributes, and create charts. Additional skills coverage includes working with formulas and functions, managing workbooks and preparing them for the Web, automating worksheet tasks, and using lists.

**TEXTBOOK(S):** Shelly, Cashman, Quasney. Microsoft Office Excel 2010: Comprehensive. Course Technology, Cengage Learning: Boston, MA 2010. ISBN: 1-4390-7901-3

**REFERENCE(S):** None

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:**

Microsoft Excel 2010  
SAM 2010 Assessment, Projects, and Training V2.0

Computer with Internet access, Internet Explorer 7.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

USB/flash drive or the hard drive (C:) of your personal PC will be used to download data files from the publisher's website, the assignment drop box, or SAM 2010. These files will be modified for most of your projects and lab assignments.

**METHOD OF INSTRUCTION:**

You are expected to read each assigned project. Students will produce files using the computer. **NO LATE WORK WILL BE ACCEPTED!** All work must be done in Excel 2010. Project and lab work are due according to the course calendar. Tests will be released as designated on the course calendar. Tests must be completed within the specified time period. **ALL tests must be completed within the specified time period in SAM 2010.**

**GRADING SYSTEM:**

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
Below - 60 = F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE CALCULATION METHOD:**

Participation/Professionalism	=	10%
Projects	=	30%
Tests	=	35%
Capstone Project	=	10%
Final Exam	=	15%
	=	<u>100%</u>

**CONFIDENTIALITY:**

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal

according to College policy under “disruptive behavior.” Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
  - ✓ Harassment
  - ✓ Unlawful solicitation
  - ✓ “Spamming”
  - ✓ “Flaming”
- Use of online editing tools within the course management software to:
  - ✓ Create offensive material
  - ✓ Link to inappropriate materials

**ATTENDANCE  
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. **This e-mail must be received by the second day of class for the student to not be dropped for Never Attending.** At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student’s responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC  
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test,

termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB  
PROCEDURES:**

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**Academic Director**

Mrs. Kathy Locke  
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**Department Chair**

Mrs. Karen Ravan  
(864) 592-4840  
[ravank@sccsc.edu](mailto:ravank@sccsc.edu)

**COURSE OUTCOMES  
& OBJECTIVES:**

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

- I. Create, edit, and format spreadsheets
  1. Introduce the worksheet basics
  2. Format worksheets with emphasis on font types, styles, size and color
  
- II. Work with tables and add graphics
  1. Develop charts using the chart wizard
  2. Introduce and recognize ranges and sections in the worksheet.
  
- III. Manage workbooks and prepare them for the Web
  1. Overview and save workbooks with charts as web pages
  2. Discuss and demonstrate dynamic and static web pages
  
- IV. Create and Modify Formulas
  1. Use the AVERAGE, MAX, and MIN functions
  2. Verify a formula using the range finder
  
- V. Sort fields and create lists of specific data
  1. Add conditional formatting rules to a workbook
  2. Sort a table on multiple fields
  3. Sort a table in ascending order using the sort and filter button
  
- VI. Formula Auditing, Data Validation and Complex Problem Solving
  1. Trace precedents for formula validation
  2. Use solver to find optimal solutions to data problems
  3. Create a scenario summary