Technical College of the Lowcountry
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AOT 261
OFFICE SPREADSHEET APPLICATIONS

COURSE DESCRIPTION

This course introduces the concepts of spreadsheets for information management in an office environment. Prerequisite: CPT 170.

3 Cr (3 lecture/pres, 0 lab, 0 other)

COURSE FOCUS

Focus of course is to introduce concepts of spreadsheets software.

TEXT AND REFERENCES

Microsoft® Excel 2007: Comprehensive Rittman, Sandra. Labyrinth Learning Publisher. ISBN: 1-59136

COURSE GOALS
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1.   use formula features
2.   identify Excel workbook elements
3.   divide worksheet
4.   enhance cells
5.   create multiple worksheets
6.   filter a list
7.   sort data
8.   add footers
9.   insert headers
10.   center worksheet
11.   format worksheet
12.   work between worksheets
13.*   create absolute cell reference
14.   link worksheet data
15.   utilize insert feature

16.   copy a formula
17.*   type in formula
18.*   write mathematical operators formula
19.   use help feature
20.   apply predesigned formatting
21.*   insert formula
22.   edit worksheet data
23.*   enter worksheet data
24.   print workbook
25.   save workbook
26.   create workbook
27.*   create mixed cell reference
28.   enhance conditional formatting
29.   export data
30.*   import data
31.   record a macro
32.   share workbook
33.*   protect workbook
34.   analyze data
35.   modify trend-line options
36.   add chart trend-line
37.   format axis in chart
38.   work with table
39.   arrange workbooks
40.   filter worksheet
41.   distribute data
42.   employ WordArt
43.   apply clipart
44.   insert special character
45.   apply hyperlink
46.   save web page workbook
47.   change chart location
48.   format chart
49.*   preview chart
50.   utilize data chart
51.   employ financial forms
52.   use comments
53.   delete workbook folder
54.   alter folder name
55.   employ advanced functions

STUDENT CONTRIBUTION

Students will spend at least three hours a week outside of class.

COURSE EVALUATION

Final grade will be determined by the following:

Assignments	400 points
Tests	400 points
Midterm & Final Exam (100 pts each)	200 points

The grading scale is as follows:

900 - 1000	=	A
800 - 890	=	B
700 - 790	=	C
600 - 690	=	D
Below 599	=	F

COURSE SCHEDULE

The class meets for 3 lecture/presentation

Approved by: __Kenneth Flick_____ Developed/Revised: 8/15/2014

Ken Flick, Division Dean for Business/Industrial Division

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class.   Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course **OR** if a student stops attending class, **it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT **OF POLICY NUMBER:** 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp