CPT 174
MICROCOMPUTER SPREADSHEETS

Course Description
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. 3 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus
This course is designed to provide the student with basic knowledge of how to use microcomputer spreadsheet software.

Text and References
Microsoft Excel 2010 and MyITLab are requirements for this course. MyITLab access codes are good for one year. Therefore, if you used a MyITLab access code in another class during the last year, you will not need to purchase it again for this class. If you are not sure, please contact your instructor before making your purchase. Below are two options for purchasing the textbook. The textbook is sold in the TCL bookstore without the MyITLab access code. If you need an access code, you may purchase one from the TCL bookstore or at www.MyITLab.com.


OR


Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. Understand purpose of spreadsheet software programs
2. Start and close spreadsheet software program
3. Identify the parts of the Excel program window
4. Become familiar with spreadsheet terminology
5. Resize, move, and scroll Windows
6. Work with ribbons and menus
7. Work with programs, files, and folders
8. Browse the Internet to obtain information
9. Use the search feature
10. Use the Microsoft Help feature
11. Use various Microsoft Excel tools to create, save, and print spreadsheets
12. Apply sparklines to a spreadsheet
13. Edit and format worksheets
14. Create, edit, and format charts
15. Use wizards
16. Apply formulas and functions to spreadsheets
17. Create, sort, and filter an Excel table
18. Apply statistical and logical calculations to data
19. Summarize data on multiple worksheets
20. Automate workbooks to look up information automatically
21. Validate data in a workbook
22. Apply goal seeking to a workbook
23. Utilize financial and lookup functions
24. Apply names to cell ranges
25. Save workbooks to share with others
26. Query large amounts of data
27. Audit workbook formulas to locate and correct errors
28. Use Solver and Scenario tools to evaluate complex formulas
29. Project income and expenses
30. Determine break-even points in a workbook
31. Record, assign, and modify macros
32. Write VBA procedures for a workbook
33. Import external data into a workbook
34. Apply conditional formatting to a worksheet
35. Create custom headers and footers
36. Insert a screenshot
37. Create and use side-by-side tables
38. Implement database functions in Excel
39. Create a shared workbook
40. Track changes made to a workbook
41. Upload a workbook to SkyDrive

Student Contributions
This is an online class. Each student will spend approximately 2-4 hours per week completing assignments/tests to turn in weekly as specified on Blackboard and/or MyItLab.

Course Evaluation
Final grades for this course are calculated as follows:
Tests: 40%
Assignments: 40%
Final Exam/Project: 20%

Course Schedule
The schedule for this course is provided on Blackboard.

Approved by: Kenneth Flick
Developed/Revised: 5/13
Kenneth Flick, Division Dean for Business & Industrial Divisions
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. Reinstatement requires the signature of the division dean.

- 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, WLH 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](http://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](http://www.tcl.edu). On the homepage, click on “emergency Text Alert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)