# BARTON COMMUNITY COLLEGE

**SYLLABUS**

# GENERAL COURSE INFORMATION

Course Number: BSTC 1685

Course Title: Spreadsheet Applications

Credit Hours: 3

Division and Discipline: Business Technologies

Prerequisites: BSTC 1036 Computer Concepts & Applications

Course Description: A course emphasizing the use of spreadsheet applications software to solve business problems such as budgeting, accounting, forecasting, and scheduling. Included will be applications using formulas, editing, copying, sorting, recalculating, designing and using templates, generating graphs, and macros features. Planning techniques and potential uses of spreadsheets in business and industry will be discussed.

**II. INSTRUCTOR INFORMATION**

### III. COLLEGE POLICIES

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu

**IV**. **COURSE AS VIEWED IN TOTAL CURRICULUM**

This course is designed to provide additional training in business analysis conducted via the use of personal computers and analytical software. It will help the student for the business world, armed with the required business tools to become more marketable and be in immediate asset to any business organization. Spreadsheet Applications is a fundamental course that is acceptable as general education towards any degree. This course is not intended for transfer.

The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. It is the student's responsibility to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

**V. ASSESSMENT OF STUDENT LEARNING**

### Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies

A. Understand the fundamental features of a spreadsheet application

1. Start Excel, open, create, save, and print an Excel workbook and quit Excel

2. Identify and select a range of cells and copy, move, delete, format or edit them

3. Identify parts of a worksheet and be able to define terminology associated with an Excel worksheet

B. Prepare to take the Proficient level Microsoft Office User Specialist Exam for Excel

1. Demonstrate the use of the Auto Calculate area to determine totals
2. Demonstrate the use of Office Assistant and other online Help tools to answer your questions
3. Enter the correct formula or function to use in a cell and be able to modify an existing function or formula
4. Recognize order of operations used in formulas and be able to adjust formulas as necessary
5. Assign names to cells in a worksheet
6. Check the spelling of a worksheet and correct errors on a worksheet
7. Freeze column and row titles and insert and delete cells
8. Use the IF function to enter one value or another in a cell on the basis of a logical test
9. Demonstrate the use of absolute and relative cell references
10. Demonstrate the use of Excel to answer what-if questions and Goal Seek to analyze worksheet data

C. Foster an appreciation of worksheets as a useful tool in the workplace

1. Create and use a template by copying data between worksheets in a workbook

2. Drill an entry through worksheets and format ranges across multiple worksheets

3. Create formulas that use 3-D references and summarize data using consolidation

4. Add comments to cells, add a header or footer to a workbook, add a hyperlink and change margins

5. Protect and unprotect cells

6. Create and use a worksheet database

D. Understand special worksheet features such as: charting, what-if analysis and Web queries

1. Determine which chart type should be created and use Chart Wizard to create and format a 3-D column or pie chart

2. Use a Web query to get real-time data from a Web site

3. Create a Web page from worksheet data

4. Use the Goal Seek command to determine a What-if analysis

**VI. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS**

**VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS**

**VIII. REFERENCES**

**IX. METHODS OF INSTRUCTION AND EVALUATION**

**X. ATTENDANCE REQUIREMENTS**

**XI. COURSE OUTLINE**