

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: CAPS 121**  
**Course Title: Introduction to Spreadsheets**

**Year: 2019-2020**  
**Credit Hours: 1**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

**Course Description**

An introduction to the operation and uses of a spreadsheet program. Topics covered parallel the objectives used for the Microsoft Office User Specialist (MOUS) Core Exam in Excel and include working with cells and cell data, managing workbooks, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration. Students taking this course in an online format should have access to a computer with Excel. Prerequisites: Familiarity working in a Microsoft Windows environment is recommended; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 and ENGL 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Fall and spring semesters.

**Course Context/Audience**

This is an introductory course in the use of an electronic database that can be used to satisfy a CAPS elective requirement.

**Basic Skills/Entry Level Expectations**

**Writing:** W1 Student should be taking ENGL 099 (if needed). The course requires very limited writing, e.g., short written responses of a paragraph or less.

**Math:** M1 If required, the student must be concurrently enrolled in MATH 090. Very basic mathematical skills are required.

**Reading:** R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

**Course Goals**

1. Students will learn the basic uses of an electronic spreadsheet and become familiar with the basic functions.
2. Upon successful completion of this course, students should be able to: a) Launch a spreadsheet application, b) Create a spreadsheet that incorporates basic spreadsheet functions and formulas, and c) Create charts from entered or calculated data.

**Course Objectives/Topics**

<b>Objective/Topic</b>	<b># Hours</b>
Working with Cells and Cell Data a) Insert, delete and move cells b) Enter and edit cell data including text, numbers, and formulas c) Check spelling d) Find and replace cell data and formats e) Work with a subset of data by filtering lists	4 Hours

Managing Workbooks a) Manage workbook files and folders b) Create workbooks using templates c) Save workbooks using different names and file formats	4 Hours
Formatting and Printing Worksheets a) Apply and modify cell formats b) Modify row and column settings c) Modify row and column formats d) Apply styles e) Use automated tools to format worksheets f) Modify Page Setup options for worksheets g) Preview and print worksheets and workbooks	4 Hours
Creating and Revising Formulas a) Create and revise formulas b) Use statistical, date and time, financial, and logical functions in formulas	4 Hours
Creating and Modifying Graphics a) Create, modify, position, and print charts b) Create, modify, and position graphics	3 Hours
Workgroup Collaboration a) Convert worksheets into Web pages	1 Hour

**General Education Goals - Critical Thinking & Social/Global Awareness**

<b>CRITICAL THINKING OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	Not addressed.
<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	Not addressed.

**Instructional Methods**

The class is designed to be taught over five weeks in a lecture/lab format with approximately 2 hours per week of lecture and 2 hours of lab. The instructor should interact with students and assist them with problems they may have in completing the assignments.

Web-based sections require that the instructor be available for questions and student interaction. Instructors should post and maintain regular "virtual" office hours each week when they can respond to student questions.

**Methods of Assessment/Evaluation**

Method	% Course Grade
Lab Problems/Exercises	40 - 60%
Final Exam	40 - 50%
Quizzes (optional)	<= 20%

**Text(s)**

Advantage Series Microsoft Excel Introductory, Glen Coulthard and Sarah Hutchinson-Clifford, Introductory Edition, © 2004 McGraw Hill.

**Bibliography**

Microsoft Office Excel 2003, Comprehensive Concepts and Techniques Introductory. Gary B. Shelly, Thomas J. Cashman, and James S. Quasney, 2nd edition, © 2006: Course Technology.

Microsoft Office Excel 2003 Introductory, O'Leary Series. Timothy J O'Leary and Linda I. O'Leary, © 2004: McGraw Hill.

Microsoft Excel 2003 Specialist & Expert (Benchmark Series), Rutkosky, Nita H., © 2004: EMC/Paradigm Publishing.

**Other Learning Resources**

<b>Audiovisual</b> No resources specified
<b>Electronic</b> Mous.net Internet site for Microsoft Office User Specialist Testing
<b>Other</b> No resources specified