

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX NO.</b> CPT 174	<b>EFFECTIVE DATE</b> January 2009	<b>NEXT REVIEW DATE</b> FALL 2009		
<b>TITLE:</b>		<b>CREDITS</b>	<b>CONTACTS</b>		
			<b>CLASS - LAB - TOTAL</b>		
MICROCOMPUTER SPREADSHEETS		3	3	0	3

**PREREQUISITES:**

CPT 101 or CPT 114 with grade of "C" or better.

**DESCRIPTION:**

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs.

**TEXTBOOK(S) OR ALTERNATIVE:**

New Perspectives on Microsoft Excel 2007, Comprehensive,  
Parsons, Oja, Carey and Ageloff, Course Technology, 2008.

**MATERIALS (specifying those to be purchased by student):**

Textbook  
USB Storage Media

**COLLATERAL READING:**

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**ACADEMIC DISHONESTY:**

The basis for student grading will always be the result of the student's achievement. The College expects each student to earn his/her own success; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

**ATTENDANCE:**

The student will be dropped after their:  
6<sup>th</sup> absence for Day students  
and 3<sup>rd</sup> absence for Evening students.

NOTE: Summer students may miss no more than 2 absences at night or 8 during the day.

In the event that the student misses more than the allowable absences, the Instructor, who will complete a Withdrawal form with a grade of "F", will drop the student. If the student wishes to withdraw from the class, the STUDENT must complete a Withdrawal form, which can be found in the Student Development Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable and not after the deadline for withdrawal; a grade of "WF" will be assigned if the work is unacceptable.

TARDY:

The student will be marked as "Tardy" when arriving after the class roll has been called. Three tardies will constitute one absence.

RESPONSIBILITY OF STUDENT:

It is the responsibility of the STUDENT to make arrangements to make up any work missed due to an absence. The student will receive a grade of "F" for any projects not completed due to an absence.

CLASS POLICY:

During either a test or lab project, anyone caught exchanging information or copying someone else's work will receive a grade of "F" for the project or test and the Vice President for Student Services will be notified of the act.

There is to be no food/drinks in the computer lab at any time.

Electronic communication devices (pagers, cell phones, etc.) are not allowed in the classroom. In call emergency personnel should see the instructor for an exemption. No radio or headphones are allowed in the classrooms.

Students are required to prominently display a valid NETC photo ID at all times.

An important part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, unappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate.

STATEMENT ON WRITTEN ASSIGNMENTS:

The instructor reserves the right to refuse any paper or project that is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers and projects will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of "F".

MAKE-UP TESTS:

There will be no retests or makeup tests given without a valid excuse for missing the examination. A grade of "F" will be recorded for any tests missed. If a problem should arise, a test may be taken early at a time established by the Instructor.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs.

**RESOURCES (A-V, persons, tools/equipment):**

Lab Assistant  
Computers  
Manuals

**COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

**TENTATIVE CLASS SCHEDULE**

<b><u>WEEKS</u></b>	<b><u>TOPIC</u></b>
1-4	TUTORIALS 1-2 Using Excel to Manage Data Working with Formulas and Functions
5-7	TUTORIALS 3-4 Developing Professional-Looking Worksheets Working with Charts and Graphics
8-9	TUTORIALS 5-6 Working with Excel Lists Working with Multiple Worksheets and Workbooks
10-11	TUTORIALS 7-8 Working with Excels Editing and Web Tools Developing an Excel Application
12-13	TUTORIALS 9-10 Data Tables and Scenario Management Using Solver for Complex Problems
14-15	TUTORIAL 11 Importing Data into Excel

**OBJECTIVES OF COURSE/LEARNING OUTCOMES:** Upon successful completion of this course the student should be competent to perform the following:

- Creating and saving a spreadsheet document
- Editing features of the software
- Formatting and printing
- Functions
- Macros and advanced functions
- Charting and Graphics
- What-If-Analysis
- Multiple Worksheets and Workbooks
- Database operations within spreadsheets

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Lectures, tests, lab assignments and projects will be used. All projects must be done in the computer lab and saved on the student's diskette.

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

The student will be given lab assignments, projects and chapter tests during the semester as the concepts are presented in lecture or in the lab. All projects will be graded on quality, accuracy and efficiency.

All projects will be given a due date. Ten (10) points will be deducted from the grade if the project is submitted after the due date. This applies to both day and evening students. No project will be accepted more than one week after the assigned due date. A grade of "F" will be assigned the work if the time schedule is not met.

The final grade will be determined by the following percentage weight system:

50% - Projects  
50% - Tests

**GRADING SCALE:**

A = 93 - 100  
B = 85 - 92  
C = 78 - 84  
D = 70 - 77  
F = 69 and below

**COLLEGE-WIDE STUDENT COMPETENCY:**

The Student will be able to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.

**IMPORTANT:**

It is a crime to make copies of the software used in the course. Any occurrences of software duplication will be reported to the Vice President for Student Services.

## **COMPUTER USER RESPONSIBILITIES**

### ***NETC Computers are for Educational Purposes Only***

#### **Software**

Software is protected by copyright and licensed for use by NETC only. Software may not be removed, transferred, copied or modified.

#### **Hardware**

Computers are available for use only during scheduled or assigned hours. Student users have priority. Users may not abuse or alter any computer capabilities or settings.

#### **Web Access**

NETC provides access to the Internet for educational and research purposes. The college prohibits use of computer facilities for hacking accounts at NETC or any other location, games, chatting, personal e-mailing, downloading programs, changing settings, browsing offensive sites or transmitting illegal, unlawful or immoral information. NETC computers may not be used for personal gain or profit. Access to personal e-mail accounts without specific permission is prohibited due to e-mail delivery of viruses.

*The NETC Computer Center monitors computers use with capabilities to track violation of computer user responsibilities. The College will impose disciplinary action for violations.*