

Hagerstown Community College
Master Syllabus

COURSE: IST106 Spreadsheet Software (Excel) DATE: Spring 2018

INSTRUCTOR:

COURSE DESCRIPTION:

Students learn the Microsoft Office Specialist skills required for certification for Microsoft Excel--Expert. Students are introduced to the concept of spreadsheets. The following skills are encountered through the use of business applications: entering and formatting data, creating formulas, using functions (mathematical, financial, lookup, logical), creating charts, sorting and filtering data, what-if analysis, templates, PivotTables, data validation and creating macros. Hands-on participation involves students in exercises and business case studies. Laboratory fee required. Prerequisite: IST102 or consent of TCS Division. Semesters offered: Spring, Summer – on-line. 3 credits

TEXTBOOK:

**Exploring Excel comprehensive 2016, Potsy, et al, ISBN 9780134715247, Pearson
 Myitlab 2016
 MS Excel 2016 software**

STUDENT LEARNING OUTCOMES:

- Use Excel software in a variety of business and organizational settings to make calculations on financial and statistical data and present the results in a manner that is informative and useful to the reader.

MINIMUM CLOCK HOURS REQUIRED FOR Hybrid COURSE

	DIRECT Faculty Instruction In-class 37.5 h required	Student Work Out of Classroom 75 h required
In-class “lecture”	37.5 h	
Reading chapters		15 h
Training/project for each chapter	Included in lecture time	54 h prep
Research project		10 h
9 lecture exams		27 h exam prep
Cumulative final exam (Academic Testing Center)	Included in lecture time	3 h exam prep
Total Hours	37.5 h	109 h

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.