

Hagerstown Community College Master Syllabus

IST106-01: Spreadsheet Software (Excel)

Course Information

IST106-01: Spreadsheet Software (Excel)

3 Credits

Spring 2019

Instructor Information

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.

Textbook and Course Materials

MICROSOFT OFFICE EXCEL 2016: COMPREHENSIVE, ISBN-13: 9780134573113

Pearson website: <https://www.pearsonmylabandmastering.com/northamerica/myitlab/index.html>

To register for this class on the MyITLab website, you will need the following course ID:

hagerstown35845. You will also need access to Myitlab which you may purchase separately directly from Myitlab.com or HCC College Store (it will come shrink-wrapped with you textbook).

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.

Definition of Credit Hour: Classroom Courses

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute academic hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours in the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to complete at least 2 hours of coursework outside of class for each hour of in-class coursework.

Classwork type	Direct Faculty Instruction In-class 37.5 hours required	Student Work Out of Classroom 75 hours required
Cover Chapter Concepts	37.5 hours	
Home Reading assignments		21 hours
12 Chapter Keyword quizzes		12 hours
12 Chapter Exams		18 hours
12 Chapter Grader Projects		24 hours
Total	37.5 hours	75 hours

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.