

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: CTEC 145

Credit Hours: 3-3-0

Course Title: Advanced Microsoft Excel

Course Prerequisites: CTEC 100

Textbook(s): LMS Integrated MindTap® Computing, Printed Access Card for Carey/DesJardins' New Perspectives Microsoft® Office 365 & Excel 2016: Comprehensive. Cengage. ISBN: 9781305880771.

Course Description: An in-depth exposure to spreadsheet design using Microsoft Excel. The course includes how to plan, define, create, and modify spreadsheets. Practical applications of integration of other documents will also be explored in depth. The Microsoft Office Excel 2016 certification exam is optional at the conclusion of the course.

Learning Outcomes:

At the end of this course, the student will:

- A. create and manage worksheets and workbooks;
- B. create tables;
- C. apply formulas and functions; and
- D. utilize charts and objects.

To achieve the learning outcomes, the student will or will be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

- 1. create worksheets and workbooks; (A)
- 2. apply formatting to cells and worksheets; (A)
- 3. create and format tables; (B)
- 4. utilize tables to analyze data; (B)
- 5. calculate solutions for mathematical problems using formulas and functions; (C)
- 6. utilize conditional logic in functions; (C)
- 7. create charts and objects; (D) and
- 8. apply advanced chart formatting. (D)

Course Requirements:

- 1. Achieve a course average of 70% or above.
- 2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
- 3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

Course Grading Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.