

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: SPREADSHEETS

Course Number: CPTR 1320

Credit Lecture hours: 3 **Credit Lab Hours:** 0 **Contact Hours:** 45

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: This course focuses on the basic fundamentals of producing spreadsheets and graphs.

Prerequisites: CPTR 1002 or CPTR 1010

Co-requisites: None

Learning Outcomes:

On completion of this course, the student will be able to:

1. Demonstrate a working knowledge of course terminology.
2. Creating and Manipulating Data
 - Insert data by using AutoFill
 - Ensure data integrity
 - Modify cell contents and formats
 - Change Worksheet Views
 - Manage worksheets
3. Formatting Data and Content
 - Format worksheets
 - Insert and modify rows and columns
 - Format cells and cell content
 - Format data as a table
4. Creating and Modifying Formulas
 - Reference data in formulas
 - Summarize data using a formula
 - Summarize data using subtotals
 - Conditionally summarize data by using a formula
 - Look up data by using a formula
 - Use conditional logic in a formula
 - Format or modify text by using formulas
 - Display and print formulas

Learning Outcomes continued:

5. Presenting Data Visually
 - Create and format charts
 - Modify charts
 - Apply conditional formatting
 - Insert and modify illustrations
 - Outline data
 - Sort and filter data
6. Collaborating and Securing Data
 - Manage changes to workbooks
 - Protect and share workbooks
 - Prepare workbooks for distribution
 - Save workbooks
 - Set print options for printing data, worksheets, and workbooks
7. Prepare for and take the MOS certification exam
8. Utilize the Learning Resource Center to enhance and support classroom instruction and to research issues related to course material.

Assessment Measures: To be provided by the College Campus.

Library Resource Center:

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Delta Community College and its commitment to lifelong learning.

Special Accommodations:

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct:

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.