Course Information Form (CIF)

Course Code: CTC 174

Course Title: Spreadsheet Applications I

Department: Business/Computer Science and Technologies
Effective Date: Summer 2026
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 52.0407
Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1
Credit Hour Distribution:

Lecture: 1	Lab: 0	Clinical: 0	**Total: 1**

General Course Information

Catalog Description

Introduction to spreadsheets using Microsoft Excel; spreadsheet software for various business applications. No previous spreadsheet experience required.

General Course Objectives

To enable students to acquire and develop skill in the efficient use of spreadsheet applications on a computer.

Minimum Placement Levels

English	Reading	Math
None	None	None

Prerequisites

None

Methods of Evaluation

A minimum of 3 lessons, 4 exams, and 3 projects.

Instructional Materials and Additional Supplies

Microsoft Excel 365 in Practice, SIMnet

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Creating and Editing Workbooks	1. Create, save, and open an Excel Workbook. 2. Create and edit labels and values in a worksheet. 3. Create functions to build a simple formula. 4. Modify appearance by formatting cell data with font attributes, borders, fill, cell styles, and themes. 5. Modify columns, rows, and sheets in a workbook. 6. Modify screen appearance of a workbook by adjusting zoom size, changing views, and freezing panes. 7. Manage page setup options, print settings, and document properties.	5	0	0
Working with Formulas and Functions	1. Create basic formulas and set mathematical order of operations in a formula. 2. Generate absolute, mixed, relative, and 3D references in a formula. 3. Write formulas with auditing tools in a worksheet. 4. Generate Statistical, Date and Time, Text, Financial, Logical, Lookup and reference, and Math and Trig functions.	5	0	0
Creating and Editing Charts	1. Create Excel chart objects and chart sheets. 2. Design charts by changing the layout, style, colors, and type. 3. Revise chart elements including titles, data labels, gridlines, and trendlines. 4. Revise chart format elements with shape styles, fill, outlines, and special effects. 5. Design a chart with icons, shapes, WordArt, and Alt Text. 6. Create pie charts, line charts, combo charts, and specialty charts. 7. Create and format Sparklines in a worksheet.	5	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0