

## Course Information Form (CIF)

**Course Code:** CTC 175

**Course Title:** Spreadsheet Applications II

**Department:** Business/Computer Science and Technologies

**Effective Date:** Summer 2026

**PCS Code:** 1.2 - Occupational/Technical Instruction

**CIP Code:** 52.0407

**Repeatability:** 0

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### Credit Hours

**Catalog Notation:** 1-0-1

**Credit Hour Distribution:**

Lecture: 1

Lab: 0

Clinical: 0

**Total: 1**

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### General Course Information

#### Catalog Description

Spreadsheets using Microsoft Excel; spreadsheet software for more complex business applications.

#### General Course Objectives

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

#### Minimum Placement Levels

**English**

None

**Reading**

None

**Math**

None

#### Prerequisites

Credit or concurrent enrollment in CTC 174, or equivalent experience

#### 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
Getting and Managing Data	<ol style="list-style-type: none"> <li>1. Create and format a list as an Excel table.</li> <li>2. Apply Conditional Formatting rules as well as Color Scales, Icon Sets, and Data Bars.</li> <li>3. Revise data order with Sort.</li> <li>4. Revise data display with Filter.</li> <li>5. Categorize with subtotals, groups, and outlines for tabular data in a worksheet.</li> <li>6. Import data from text and database files and export data from a workbook.</li> <li>7. Transform data using Flash Fill and Text functions.</li> <li>8. Create and format a PivotTable.</li> </ol>	4	0	0
Exploring Data Tools, Data Types, and Illustrations	<ol style="list-style-type: none"> <li>1. Organize data with Consolidate in a workbook.</li> <li>2. Link workbooks with the Consolidate command and with a formula.</li> <li>3. Revise format of values using built-in and custom formats.</li> <li>4. Explore linked data types.</li> <li>5. Create illustrations in a worksheet.</li> <li>6. Create hyperlinks in a worksheet.</li> <li>7. Create workbook security by marking it as final or by setting a password.</li> </ol>	4	0	0
Exploring the Function Library	<ol style="list-style-type: none"> <li>1. Create Database functions such as DSUM and DAVERAGE.</li> <li>2. Create Logical functions including AND, OR, and IFS functions.</li> <li>3. Explore the Lookup and Reference category.</li> <li>4. Create Date and Time functions and calculations.</li> <li>5. Create Text functions such as TEXT, UPPER, LOWER, and PROPER.</li> <li>6. Create Financial functions such as PV, FV, and NPV.</li> <li>7. Create statistical and Math and Trig functions such as SUMIFS, AVERAGEIFS, and STDEV.P.</li> <li>8. Evaluate formulas and use the Watch Window.</li> </ol>	7	0	0

#### Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0