

Course Information Form (CIF)

Course Code: CTC 176

Course Title: Spreadsheet Applications III

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

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 175

Methods of Evaluation

A minimum of 3 lessons, 4 exams, and 3 projects. GMetrix and MOS Certification exams.

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
Working with Templates and Collaboration	<ol style="list-style-type: none"> 1. Create a workbook from an Excel template. 2. Create a custom template. 3. Create data validation, input messages, and error alerts. 4. Create Form Controls in a workbook. 5. Create worksheet and workbook protection to manage editing. 6. Review a workbook and check for issues such as accessibility and compatibility. 7. Share a workbook. 	4	0	0
Developing and Using Macros	<ol style="list-style-type: none"> 1. Create, run, edit, and delete an Excel macro. 2. Create and format an ActiveX control. 3. Create a UserForm and use VBA functions. 4. Create and use a macros-only workbook. 	4	0	0
Exporting, Importing, and Transforming Data	<ol style="list-style-type: none"> 1. Create and manage scenarios for worksheet data. 2. Use Goal Seek and Solver. 3. Create data tables with one and two variables. 4. Create a forecast sheet for time-based data. 5. Create 3D maps. 	4	0	0
Customizing Excel and Using OneDrive	<ol style="list-style-type: none"> 1. Modify Excel options, the Ribbon, and the Quick Access toolbar to personalize the working environment. 2. Modify Office account settings and install an Office add-in. 3. Create a folder, add a file, and move and copy a file in OneDrive. 4. Modify OneDrive sharing options. 5. Create, edit, share, and collaborate on an Excel workbook in Office Online. 6. Explore Microsoft 365 applications and productivity tools. 	2	0	0
Preparing for Certification Exam	<ol style="list-style-type: none"> 1. Complete at least two GMetrix (CertPREP) practice exams to demonstrate readiness to take MOS certification exam. 	1	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0