



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Spreadsheet – Microsoft Excel
Course Number: AOT226

Required Materials

Textbook(s): You do not need to go to the bookstore to purchase materials for this class. This class participates in Instant Access. Your account will be charged for the textbook after the first week of classes (see the email to your SSC account from the College Store for more information). Once you have access to our Blackboard course and create your myLab IT account, you will have access to the textbook and all assignments.

Required Readings: None

Additional Materials: **Microsoft Excel 2021 or Microsoft Office 365**

IMPORTANT

NOTE 1: You cannot complete this class using a Google Chromebook. You must have a device that uses the Windows Operating System.

NOTE 2: The AOT226 Excel curriculum and textbook are designed for the Windows Operating System. MS Office appears differently on the MAC Operating System. The instructions in the textbook are for MS Office on the Windows Operating System. MS Office appears differently on the MAC Operating System. **MAC Users:** If you choose to use a MAC OS (MAC computer) for this class, it will be your responsibility to manage the differences between the instructions for an PC user and a MAC user. Excel is mostly designed for Windows users. MyLab IT has provided alternate instructions for MAC users for the many of the projects but not all. NOTE: There are some assignments that CAN NOT be completed in the MAC OS. **REQUIRED:** Contact your instructor for more information regarding using a MAC computer for this class. Some functions will be unavailable as a MAC user so students will need to plan for using a Windows computer (local library or a friend's computer) for several chapters so they can complete the work for the class.

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

16-week Calendar

Week	Chapter/Topic/Lab
Week 1	<p>Class begins, review Syllabus, setup MyLab IT, and review LMS. Chapter 1 “Create, Navigate, Work with, and Print Worksheets”</p> <ol style="list-style-type: none"> 1. Start Here Assignment 2. Ch 1 Prepare Case – Restaurant Analysis Part A 3. Ch 1 Prepare Case – Restaurant Analysis Part B 4. Ch 1 Problem Solve – Car Purchase 5. Ch 1 Assessment – Athletics 6. Ch 1 Quiz
Week 2	<p>Chapter 2 “Formats, Functions, and Formulas”</p> <ol style="list-style-type: none"> 1. Ch 2 Prepare Case – Weekly Sales 2. Ch 2 Problem Solve 1 – Books Inventory 3. Ch 2 Assessment – Auto Body 4. Ch 2 Quiz
Week 3	<p>Chapter 3 “Cell References, Named Ranges, and Functions”</p> <ol style="list-style-type: none"> 1. Ch3 Prepare Case – Wedding 2. Ch 3 Problem Solve 1 – Renovations 3. Ch 3 Assessment – Car Rental 4. Ch 3 Quiz 5. Business Unit 1 Assessment 1 – Room Service
Week 4	<p>Chapter 4 “Effective Charts”</p> <ol style="list-style-type: none"> 1. Ch 4 Prepare Case – Spa Sales 2. Ch 4 Problem Solve 1 – Express 3. Ch 4 Assessment – Advertising 4. Ch 4 Quiz
Week 5/6	<p>Chapter 5 “Complex Logical and Retrieval Functions”</p> <ol style="list-style-type: none"> 1. Ch 5 Prepare Case – Pro Shop Sales Analysis 2. Ch 5 Problem Solve 1 – Resource Center 3. Ch 5 Assessment – Music Lessons 4. Ch 5 Quiz 5. Business Unit 2 Assessment 1 – Guest Survey
Week 7	<p>Chapter 6 “Integrating Complex Functions into Business Analysis”</p> <ol style="list-style-type: none"> 1. Ch 6 Prepare Case Part A – Golf Data 2. Ch 6 Prepare Case Part B – Sales Analysis 3. Ch 6 Problem Solve 1 – Auto Sales Analysis 4. Ch 6 Assessment – Video Game Sales 5. Ch 6 Quiz
Week 8	<p>Chapter 7 “Multiple Worksheets, Workbooks, and Templates</p> <ol style="list-style-type: none"> 1. Ch 7 Prepare Case – Spa 2. Ch 7 Problem Solve 1 – Parks 3. Ch 7 Assessment – Music Lessons 4. Ch 7 Quiz 5. Business Unit 3 Assessment 1 – Kelly Computers
Week 9	<p>Chapter 8 “Building an Application with Multiple Worksheet and Workbooks”</p> <ol style="list-style-type: none"> 1. Ch 8 Prepare Case – Spa Invoice 2. Ch 8 Problem Solve 1 – Gift Shop Sales 3. Ch 8 Assessment – Ticket 4. Ch 8 Quiz

Week	Chapter/Topic/Lab
Week 10	<p>Chapter 9 “Organize, Import, Export, and Cleanse Data Sets”</p> <ol style="list-style-type: none"> Ch 9 – Prepare Case – Data Integration Part A Ch 9 – Prepare Case – Data Integration Part B Ch 9 – Prepare Case – Data Integration Part C Ch 9 – Problem Solve 1 – Mailing List Ch 9 – Assessment – Sports Store Customers Ch 9 Quiz Business Unit 4 Assessment 1 – Hotel Reservations
Week 11	<p>Chapter 10 “Data Tables, Scenario Manager, and Solver”</p> <ol style="list-style-type: none"> Ch 10 – Prepare Case – Expansion Analysis Part A Ch 10 – Prepare Case – Expansion Analysis Part B Ch 10 – Problem Solve 1 – Scheduling Employees Ch 10 – Assessment – Extreme H2O Ch 10 Quiz
Week 12	<p>Chapter 11 “Loan Amortization, Investment Analysis, and Asset Depreciation</p> <ol style="list-style-type: none"> Ch 11 – Prepare Case – Constructing a Loan Analysis Part A Ch 11 – Prepare Case – Constructing a Loan Analysis Part B Ch 11 – Problem Solve 1 – New Investment Analysis Ch 11 - Assessment – Loan Analysis Ch 11 – Quiz Business Unit 5 Assessment – Hotel Reservations and Room Rates Analysis
Week 13	<p>Chapter 12 “Business Statistics and Regression Analysis”</p> <ol style="list-style-type: none"> Ch 12 – Prepare Case – Statistical Analysis Part A Ch 12 – Problem Solve – Sales Volume Analysis 1.2 Ch 12 Quiz
Week 14	<p>Chapter 13 “The Excel Data Model and Business Intelligence”</p> <ol style="list-style-type: none"> Ch 13 – Prepare Case – Dashboards KPIs and Data Visualizations 1.1 Ch 13 Quiz
Week 15/16	<p>Final Project</p> <ol style="list-style-type: none"> Capstone Intro – Smart Rental Capstone Comprehensive – Costumes

10-week Calendar

Week	Chapter/Topic/Lab
Week 1	<p>Class begins, review Syllabus, setup MyLab IT, and review LMS. Chapter 1 “Create, Navigate, Work with, and Print Worksheets”</p> <ol style="list-style-type: none"> 1. Start Here Assignment 2. Ch 1 Prepare Case – Restaurant Analysis Part A 3. Ch 1 Prepare Case – Restaurant Analysis Part B 4. Ch 1 Problem Solve – Car Purchase 5. Ch 1 Assessment – Athletics 6. Ch 1 Quiz
Week 2	<p>Chapter 2 “Formats, Functions, and Formulas”</p> <ol style="list-style-type: none"> 1. Ch 2 Prepare Case – Weekly Sales 2. Ch 2 Problem Solve 1 – Books Inventory 3. Ch 2 Assessment – Auto Body 4. Ch 2 Quiz
Week 3	<p>Chapter 3 “Cell References, Named Ranges, and Functions”</p> <ol style="list-style-type: none"> 1. Ch 3 Prepare Case – Wedding 2. Ch 3 Problem Solve 1 – Renovations 3. Ch 3 Assessment – Car Rental 4. Ch 3 Quiz 5. Business Unit 1 Assessment 1 – Room Service <p>Chapter 4 “Effective Charts”</p> <ol style="list-style-type: none"> 1. Ch 4 Prepare Case – Spa Sales 2. Ch 4 Problem Solve 1 – Express 3. Ch 4 Assessment – Advertising 4. Ch 4 Quiz
Week 4	<p>Chapter 5 “Complex Logical and Retrieval Functions”</p> <ol style="list-style-type: none"> 6. Ch 5 Prepare Case – Pro Shop Sales Analysis 7. Ch 5 Problem Solve 1 – Resource Center 8. Ch 5 Assessment – Music Lessons 9. Ch 5 Quiz 10. Business Unit 2 Assessment 1 – Guest Survey
Week 5	<p>Chapter 6 “Integrating Complex Functions into Business Analysis”</p> <ol style="list-style-type: none"> 1. Ch 6 Prepare Case Part A – Golf Data 2. Ch 6 Prepare Case Part B – Sales Analysis 3. Ch 6 Problem Solve 1 – Auto Sales Analysis 4. Ch 6 Assessment – Video Game Sales 5. Ch 6 Quiz
Week 6	<p>Chapter 7 “Multiple Worksheets, Workbooks, and Templates”</p> <ol style="list-style-type: none"> 1. Ch 7 Prepare Case – Spa 2. Ch 7 Problem Solve 1 – Parks 3. Ch 7 Assessment – Music Lessons 4. Ch 7 Quiz 5. Business Unit 3 Assessment 1 – Kelly Computers <p>Chapter 8 “Building an Application with Multiple Worksheet and Workbooks”</p> <ol style="list-style-type: none"> 1. Ch 8 Prepare Case – Spa Invoice 2. Ch 8 Problem Solve 1 – Gift Shop Sales 3. Ch 8 Assessment – Ticket 4. Ch 8 Quiz

Week	Chapter/Topic/Lab
Week 7	<p>Chapter 9 “Organize, Import, Export, and Cleanse Data Sets”</p> <ol style="list-style-type: none"> 1. Ch 9 – Prepare Case – Data Integration Part A 2. Ch 9 – Prepare Case – Data Integration Part B 3. Ch 9 – Prepare Case – Data Integration Part C 4. Ch 9 – Problem Solve 1 – Mailing List 5. Ch 9 – Assessment – Sports Store Customers 6. Ch 9 Quiz 7. Business Unit 4 Assessment 1 – Hotel Reservations
Week 8	<p>Chapter 10 “Data Tables, Scenario Manager, and Solver”</p> <ol style="list-style-type: none"> 1. Ch 10 – Prepare Case – Expansion Analysis Part A 2. Ch 10 – Prepare Case – Expansion Analysis Part B 3. Ch 10 – Problem Solve 1 – Scheduling Employees 4. Ch 10 – Assessment – Extreme H2O 5. Ch 10 Quiz
Week 9	<p>Chapter 11 “Loan Amortization, Investment Analysis, and Asset Depreciation</p> <ol style="list-style-type: none"> 1. Ch 11 – Prepare Case – Constructing a Loan Analysis Part A 2. Ch 11 – Prepare Case – Constructing a Loan Analysis Part B 3. Ch 11 – Problem Solve 1 – New Investment Analysis 4. Ch 11 - Assessment – Loan Analysis 5. Ch 11 – Quiz
Week 10	<p>Final Project</p> <ol style="list-style-type: none"> 3. Capstone Intro – Smart Rental 4. Capstone Comprehensive – Costumes