

**Department:**

Business Technology

**Course Description:**

This course offers advanced instruction in the use of database and spreadsheet software programs. This course provides students with in-depth knowledge of Microsoft Excel and Access. Students will create and manage databases and spreadsheets along with exploring the internet as a valuable tool in today's business.

**Course Competencies:**

Upon completion of the course, the student should be able to:

1. Create worksheets with embedded charts.
2. Enter formulas and functions into worksheets.
3. Create customized worksheets using formatting functions.
4. Email worksheets from within Excel.
5. Apply what if analysis within a worksheet.
6. Demonstrate how to use commands to work with large spreadsheets.
7. Create a database by defining the fields in a table and adding records.
8. Create and run queries to display specific records and or fields.
9. Demonstrate how to use wildcards, numeric data, comparison operators, and compound criteria.
10. Join tables in a query and restrict the records.
11. Edit or delete contents of records.
12. Update a table with validation rules and referential integrity.
13. Create single-field and multiple-field indexes.
14. Specify a required file, range, default value, legal value, or format.

**Course Content:**

- A. Creating a Worksheet and an Embedded Chart
- B. Formulas, Functions, Formatting, and Web Queries
- C. What-If Analysis, Charting, and Working with Large Worksheets
- D. Creating and Using a Database
- E. Querying a Database
- F. Maintaining a Database

**Learning Assessments:**

Competencies may be evaluated by multiple measures including exams, papers, article reviews, research, experiments, and projects.

**Instructional Materials:**

Textbook: Beskeen, D., Cram, C., Duffy, J., Friedrichsen, L., & Wermers, L. (2020). *Illustrated Series Microsoft Office 365 Office 2019-Introductory*. Boston, MA: Cengage Learning. ISBN-13: 978-0357025673

### **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

### **A Note on Harassment, Discrimination and Sexual Misconduct**

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).