

# POFI 1449 Spreadsheets: Excel – Simple Course Syllabus

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<b>Class Location:</b>	Round Rock, Room 2214
<b>Prerequisite:</b>	Key 30 wpm on 5-minute timed writing with 5 or fewer errors

## Introduction to Course

This course is designed to provide students preparing for careers as administrative assistants with basic knowledge of Windows XP and Excel 2010. Students will be able to use Excel to produce spreadsheets for business applications. You will use a tutorial-based or hands-on approach. The tutorial is designed to be read first, away from the computer. Then you will complete the steps outlined on each page. Make sure that you understand one concept before you proceed to the next. At the end of the tutorial, there is a Concept Check and Skills Review to test your understanding of basic competencies and theory presented in the tutorial. I will utilize lectures and demonstrations, as well as small-group discussions using critical thinking skills.

## Evaluation Techniques

After completing the tutorial, you will be given an independent challenge to complete according to written and oral instructions. Your printed work is graded, so be sure to have a formatted printout and a printout with formulas shown. Accuracy and formatting standards are used.

Tests are given at the end of each unit. Objective questions are used to determine your level of understanding of the spreadsheet concepts. Hands-on problems are given to test your knowledge of the functions covered in the unit. Test problems will be timed and graded for accuracy, formatting and following instructions. Examples of the test problems are shown in the Visual Workshops.

Your final exam will be a project used to test your knowledge of Excel and Web page capabilities.

**IMPORTANT:** If you are absent one day, you will turn in your tutorial printouts. If you are absent two days, you will turn in your Skills Review. You are responsible for making up work and scheduling make-up tests with me.

## Excel 2010 Course Objectives

- Use basic Windows operations as how to view toolbars, spell check, open, new, save, save as, print, print preview, page setup, headers, footers, undo, etc.
- Enter data and formulas to create an accurate spreadsheet; update and format an existing spreadsheet (editing—cut, paste, copy, font, borders and shading, number format, column width, center, alignment, indent, format painter, etc.). Also, using different calculating functions, such as adding, multiplying, counting, conditional formulas, validating cells, and many more.

- Work with databases and use data sort or filters to manipulate information in a spreadsheet.
- Create graphs for reports and presentations.
- Working with formulas and functions, using lists, macros, summarizing data, interfacing with other Microsoft Office programs, such as Word, Access, and PowerPoint.

**Textbook/Supplies**

*Microsoft Excel 2010, Complete Illustrated Edition, Reding/Wermers, Course Technology, 9780538747134.*

You will need a flash drive to save daily exercises so that you can copy all files from the network to your disk. The documents you will use are located at: OA:\Student Data\Excel Units A-P. On the first day of class, you will copy the files to a disk for your use at home or at school. If you attempt to open a file directly from the network, you MUST use the Save As command to save to flash drive.

**Class Schedule** – See separate handouts

**Grades**

Daily Work	20%
Unit Tests	60%
Final Exam	<u>20%</u>
	100%

**You will learn how to:**

1. Use basic Windows operations such as how to view toolbars, spell check, open, new, save, save as, print, print preview, page setup, headers, footers, undo, etc.
2. Enter data and formulas to create an accurate spreadsheet. Update and format an existing spreadsheet (editing—cut, paste, copy, paste, font, borders and shading, number format, column width, center across columns, alignment, indent, format painter, etc.).
3. Work with database and use data sort or filters to manipulate information in a spreadsheet.
4. Create graphs for reports and presentations (column, bar, pie, three-dimensional, etc.).
5. Use templates, wizards, and other software tools such as AutoCorrect, as well as integrate Excel with Word and the Internet.

NOTE: Please feel free to contact me during class, during office hours, or arrange an appointment if you have any difficulties. I want to be available to help you. Please keep our communication lines open. If you will miss a test, you must make arrangements to make up the test **before** the next class session. I recommend that you e-mail or call me at 223-5841 if you plan to be absent for any reason.

There are many learning activities in class to help you no matter what your learning style may be. **Learning can be fun.** Be sure to check out my Web page for more Excel class information, such as how to print your work.