PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

EXCEL
ADMN 2621

Class Hours: 3.0                Credit Hours: 3.0
Laboratory Hours: 0             Revised: August 3, 2015

Catalog Course Description:
A study to provide fundamentals of spreadsheet applications including entering, formatting, charting, managing and analyzing data using Excel software.

Entry Level Standards:  Keyboarding speed of 28 wpm recommended.

Prerequisites and Co-requisites:  ADMN 1005 or INFS 1010 or equivalent

Textbook and Other Reference Materials:*  
3. Flash drive. Students in the Web Section can also save to their hard drive at home.
4. Folder, two-pocket, for submitting assignments (not needed for web section).
* You do not need to purchase SAM 2013 if you already have purchased it in another course. You can use the same username and password for this course. Also there is a link on the course home page in D2L that has a link to the publisher.

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Tutorial 1 - Getting Started with Excel</td>
</tr>
<tr>
<td>2</td>
<td>Tutorial 2 - Formatting Workbook Text and Data</td>
</tr>
<tr>
<td>3-4</td>
<td>Tutorial 3 – Calculating Data with Formulas and Functions</td>
</tr>
<tr>
<td>5</td>
<td>Tutorial 4 – Analyzing and Charting Financial Data</td>
</tr>
<tr>
<td>6-8</td>
<td><strong>Test 1 – Tutorials 1 – 4</strong></td>
</tr>
<tr>
<td></td>
<td>Tutorial 7 – Developing an Excel Application</td>
</tr>
<tr>
<td>9-10</td>
<td><strong>Test 2 – Tutorials 7 &amp; 8</strong></td>
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<tr>
<td></td>
<td>Tutorial 8 – Working with Advanced Functions</td>
</tr>
<tr>
<td>11 -12</td>
<td>Tutorial 5 - Working with Excel Tables, Pivot Tables and Pivot Charts</td>
</tr>
<tr>
<td>13-14</td>
<td>Tutorial 6 - Merging Multiple Worksheets and Workbooks</td>
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<tr>
<td></td>
<td>Tutorial 10, Section 10.1 &amp; 10.2 – Performing What-If Analyses</td>
</tr>
</tbody>
</table>
II. Course Goals*:

The course will

A. Guide students to understand the fundamentals of Microsoft Excel 2010 concepts. (I, II, III)
B. Extend students’ knowledge on how to use basic Excel operations to efficiently create, edit, enhance, and print spreadsheets. (I, II, III)
C. Expand student understanding of creating and using charts in Excel. (I, II, III)
D. Enhance students’ skills on the more advanced features of Excel (. (I, II, III)

* Roman numerals after course objectives reference goals of the Administrative Professional Technology program.

III. Expected Student Learning Outcomes*:

The student will be able to:

1. Identify the terminology of Excel. (A)
2. Identify the anatomy of a worksheet. (A)
3. Identify the types of worksheet entries. (A)
4. Create, edit, format, and print spreadsheets. (B)
5. Enter formulas, functions, and perform What-If alternatives in a spreadsheet. (B)
6. Use Absolute, Relative, and Mixed references. (B)
7. Use range names in formulas. (B)
8. Use multiple worksheets and multiple workbooks. (B)
9. Create, format, and edit charts. (C)
10. Add graphics to charts. (C)
11. Use conditional formatting and advanced conditional formatting in a spreadsheet. (B, D)
12. Create, format, and maintain an Excel Table. (D)
13. Use sort and filter commands in an Excel Table or Excel data range. (D)
14. Use Subtotals in an Excel data range. (D)
15. Create and use Pivot tables. (D)
16. Use advanced functions (Nested IFs, AND, OR, COUNTIF, SUMIF, IFERROR, VLOOKUP)(D)
17. Create and use simple macros. (D)
18. Create Hyperlinks to connect files. (D)
19. Use Goal Seek, one and two-data tables to perform what-if analysis (D)
20. Create and apply different Excel scenarios, generate a scenario report, and scenario PivotTable report.

* Capital letters after Expected Student Learning Outcomes reference the course goals above.
IV. Evaluation:
A. Testing Procedures: 70% of the total grade

Evaluation will consist of three application tests. These tests will consist of problems similar to the case problems in the textbook and will be timed. A penalty of 5 percent from the total score will be deducted for every 15 minutes pass the allotted time for each test.

MAK EUP POLICY: Tests CANNOT be made up and a grade of zero will be applied to the missed test unless prior approval by instructor to take test at later date.

B. Laboratory Expectations: N/A

C. Field Work: N/A

D. Other Evaluation Methods: (Homework, SAM Quizzes, SAM Projects and Graded Exercises) 30% of the total grade

Homework will be assigned for each tutorial. Homework must be completed in its entirety and submitted using the dropbox feature in D2L. No late work will be accepted and a grade of zero will be applied to any work not submitted by due date.

SAM projects and quizzes will be assigned for each tutorial using SAM 2013 software. The projects will consist of problems similar to those given in the textbook. The quizzes will consist of 25 multiple-choice questions or tasks over the material within each tutorial.

Graded Exercises and/or Textbook Cases may be assigned for each tutorial and will be graded on accuracy of the completed work.

No late work will be accepted after the due date unless prior approval by the instructor and a grade of zero will be applied to any work not submitted by due date. There will be three make-up exercises available during the semester; one prior to each test. The make-up exercise will replace a missed or a low score earned on a project, quiz, or graded exercise/case assignment. The make-up exercise must be completed by the due date in order for it to be counted.

E. Grading Standards:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>89 – 91</td>
<td>B+</td>
</tr>
<tr>
<td>82 – 88</td>
<td>B</td>
</tr>
<tr>
<td>79 – 81</td>
<td>C+</td>
</tr>
<tr>
<td>72 – 78</td>
<td>C</td>
</tr>
<tr>
<td>65 – 71</td>
<td>D</td>
</tr>
<tr>
<td>0 – 64</td>
<td>F</td>
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V. Policies:

A. Attendance Policy:
Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. For the complete policy, please refer to the Academic Information in the online college catalog at www.pstcc.edu/catalog.
B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Pellissippi State Community College. All students are responsible for the use of computing resources in an effective, efficient, ethical and lawful manner. It is each individual user’s responsibility to abide by the policy available at www.pstcc.edu/ppm/pdf/08-13-05.pdf. Additional requirements and procedures may be required for the authorized use of specific college computing laboratories.