PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

EXCEL
OST 2621

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0.0   **Revised: Fall 04**

NOTE: This course is not designed for transfer credit.

If you wish to take this course for AUDIT (not receive a grade), you can change to AUDIT status by completing an Add/Drop form by the published deadline date. You will receive the same instruction as students taking the course for credit, but your GPA will not be affected and the course will not count toward an academic degree.

Catalog Course Description:

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

Entry Level Standards:

Keyboarding speed of 28 wpm recommended

Prerequisite:

OST 1005 or OST 1211 or equivalent

Textbook(s) and Other Course Materials:

1. New Perspectives Series, Microsoft® Excel 2002, Parsons, Oja, Angeloff, Carey, 2002.
2. NetG Excel CD with Quick Reference Guide (Optional for all sections)
3. Free CD for Windows XP (Optional--distributed by instructor)
4. Two or three high-density 3½" diskettes OR ZIP disks OR CDs (or a combination of disks)
5. Folder, two-pocket, for submitting assignments (not needed for web section).

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to Microsoft® Windows™ XP
2	Brief Intro to Microsoft Office XP; Using Excel to Manage Financial Data
3	Working with Formulas and Functions
4	Developing a Professional-Looking Worksheet (Test 1 – Tutorials 1-3)
5-6	Working with Charts and Graphics
7-8	Working with Excel Lists
9-10	Working with Multiple Worksheets and Workbooks (Test 2 – Tutorials 4-6)
11-12	Working with Excel's Editing and Web Tools
13	Integrating Excel with Other Windows Programs (Appendix 2)

14	Developing an Excel Application
15	Final Exam (Test 3 – Tutorials 7-8, Appendix 2 and whatever is covered after Tutorial 8)

II. Course Objectives*:

A. Demonstrate basic fundamentals of Microsoft® Windows™ concepts. I, II, III, VI, XI, XII

B. Demonstrate basic fundamentals of spreadsheet concepts. I, II, III, VI, XI, XII

C. Create and use charts. I, II, III, VI, XI, XII

D. Create, edit, and use a list (database). I, II, III, VI, XI, XII

E. Integrate Excel with other windows programs. I, II, III, VI, XI, XII

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will:

1. Refine their reading skills and expand their vocabularies through completion of weekly reading assignments. *Communication Outcome*

2. Use technology to promote objectives of the course; specifically, Excel and Windows 2000. *Technological Literacy Outcome*

3. Use Excel's formatting commands to develop a professional-looking worksheet. *Problem Solving and Decision Making Outcome, Active Learning Strategy*

4. Complete assignments based on real workplace scenarios. *Problem Solving and Decision Making Outcome, Transitional Strategy*

5. Use e-mail to communicate with your instructor on class activities and assignments. *Technological Literacy Outcome, Communication Outcome*

6. Interpret data from business information provided on a worksheet, a list (database), a pivot table or charts. *Information Literacy Outcome*

7. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. *Personal Development Outcome, Transitional Strategy*

8. Use hyperlinks, document and formula linking, and saving a document as an html document to understand the integration of documents and software. *Technological Literacy Outcome*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

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

1. Identify the terminology of Windows™. A

2. Open multiple applications. A

3. Copy, delete and move files. A

4. Switch between applications windows and documents windows. A

5. Identify the terminology of Excel Release for Windows. B

6. Identify the anatomy of a worksheet. B

7. Identify the types of worksheet entries. B

8. Move around the worksheet. B

9. Create a spreadsheet. B

10. Format numeric entries. B

11. Access the Help functions. B

12. Enter formulas. B

13. Use basic @ functions. B

14. Use the Copy, Cut, and Paste commands. B

15. Print spreadsheets with headers and footers. B

16. Perform What-If alternatives. B

17. Use Absolute references. B

18. Perform document management by using windows, freezing titles, etc. B

19. Use range names in formulas. B

20. Use multiple worksheets. B

21. Create charts (graphs). C

22. Use the charts toolbar. C

23. Place titles on the chart. C

24. Add graphics to charts. C

25. Enhance the appearance of the chart by using fonts and other attributes. C

26. Change the size of a chart. C

27. Perform What-If analysis with charts. C

28. Use the list commands. D

29. Sort database in ascending and descending order. D

30. Use the AutoFilter in a list to match a particular criteria. D

31. Use Subtotals in a list. D

32. Create and use a Pivot table. D

33. Change the layout of a Pivot table. D

34. Create and use simple macros. E

35. Use the various methods of integration with other windows applications. F

36.   Create Hyperlinks to connect files. F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

Evaluations will consist of theory tests and/or application activities. Theory questions will be multiple-choice, true/false, and/or short answer. Application activities will consist of exercises to complete on the PC. Diskettes and/or printouts will be collected for grading. (The number of tests given and the material that is included on these tests is chosen at the discretion of the instructor.)

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Open labs are available at all campuses. Check posted hours.

C. Field Work:

N/A

D. Other Evaluation Methods:

Homework and/or Graded Exercises:
Selected assigned application exercises will be collected for grading. A point system of grading will be utilized for the applications exercises based on the amount of work done and accuracy of work.

E. Grading Scale:

A   93-100
B+   90-92
B   85-89
C+   80-84
C   75-79
D   70-74
F   69 or below

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding videotape and Web courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (Reference, Pellissippi State, 2004-2006 Catalog, page 83)

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (Reference, Pellissippi State, 2004-2006 Catalog, page 62-63)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.
To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

OST majors are required to purchase and start a professional portfolio in which they will collect examples of documents that they complete in OST 2006 (Word II), OST 2621 (Excel), OST 2600 (Access), OST 2120 (Keyboarding III), OST 2801/02/03 (Web Design), OST 2015 (Word/Excel/PowerPoint III), and OST 2300/2301 (Practicum). This portfolio will be submitted during the last semester at Pellissippi State, will be reviewed by the OST faculty, and will be used for job applications to present during job interviews.

In order for grades to be calculated, all assigned work must be submitted in a timely fashion. Assigned work must be turned in by date designated.

Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.

COMPUTER USAGE GUIDELINES:
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in a effective, efficient, ethical and lawful manner. (Pellissippi State, 2004-2006 Catalog, pages 67-70)