PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS  

EXCEL  
OST 2621  
Class Hours: 3.0  
Credit Hours: 3.0  
Laboratory Hours: 0.0  
Revised: Spring 07  

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:  
Two or three high-density 3½” diskettes OR ZIP disks OR CDs (or a combination of disks) OR flash memory stick.  
Folder, two-pocket, for submitting assignments (not needed for web section).  

I. Week/Unit/Topic Basis:  

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to Microsoft® Windows™ XP</td>
</tr>
<tr>
<td>2</td>
<td>Brief Intro to common features of Microsoft Office 2003; Using Excel to Manage Financial Data</td>
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<tr>
<td>3</td>
<td>Working with Formulas and Functions</td>
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<tr>
<td>4</td>
<td>Developing a Professional-Looking Worksheet (Test 1 – Tutorials 1-3)</td>
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<tr>
<td>5-6</td>
<td>Working with Charts and Graphics</td>
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Working with Excel Lists

Working with Multiple Worksheets and Workbooks (Test 2 – Tutorials 4-6)

Working with Excel's Editing and Web Tools

Integrating Excel with Other Windows Programs (Appendix B)

Developing an Excel Application

Final Exam (Test 3 – Tutorials 7-8, Appendix B and whatever is covered after Tutorial 8 at instructor's discretion)

Instructor may use any extra class time to cover selected topics in the textbook or assign additional cases listed after Tutorial 12.

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 XP. (Technological Literacy Outcome)

3. Use Excel's formatting commands to develop a professional-looking worksheet. (Technological Literacy Outcome)

4. Complete assignments based on real workplace scenarios. (Communication Outcome, Transitional Strategies)

5. Use e-mail to communicate with your instructor on class activities and assignments. (Technological Literacy Outcome)

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

7. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. (Transitional Strategy and Active Learning 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 TBR’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
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.)

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.

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. However, 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:

N/A

E. Grading Scale:

A 93-100
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.]

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.

C. Accommodations for disabilities:

If you need accommodations 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. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751 (Voice/TTY) or 539-7153.

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 2810 (Creating Web Pages), 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 an effective, efficient, ethical, and lawful manner.