

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**EXCEL
OST 2621**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Spring 2010

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, Comprehensive Microsoft® Excel 2007, Expert*, Parsons, Oja, Angeloff, Carey, Thompson-Course Technology, 2008, ISBN 1423905857.
2. CaseGrader: Microsoft Office Excel® 2007, Thompson-Course Technology ISBN 0538750391
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**).

I. Week/Unit/Topic Basis:

Week	Topic
1-2	Review of Microsoft® Windows™ XP Tutorial 1 – Getting Started with Excel
3	Tutorial 2 – Formatting a Workbook
4	Tutorial 3 – Working with Formulas and Functions
5-6	Tutorial 4 – Working with Charts and Graphics Test 1 - Tutorials 1 - 4

7-8	Tutorial 5 – Working with Excel Tables, Pivot Tables and Pivot Charts
9-10	Tutorial 6 - Merging Multiple Worksheets and Workbooks Test 2 – Tutorials 5 & 6
11-12	Tutorial 7 – Working with Logical, Lookup, Advanced Filtering and Database Functions
13-14	Tutorial 8 – Developing an Excel Application
15	Test 3 – Tutorial 7 & 8

***** 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 Table (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 and save a spreadsheet. B
10. Format numeric and text entries as well as workbook. B
11. Access the Help functions. B
12. Enter formulas and functions. B
13. Use the Copy, Cut, and Paste commands. (B)
14. Print spreadsheets with headers and footers. (B)
15. Perform What-If alternatives. (B)
16. Use Absolute, Relative and Mixed references. (B)
17. Perform document management by using windows, freezing titles, etc. (B)
18. Use range names in formulas. (B)
19. Use multiple worksheets. (B)
20. Create charts (graphs). (C)
21. Use the charts toolbar. (C)
22. Place titles on the chart. (C)
23. Add graphics to charts. (C)
24. Enhance the appearance of the chart by using fonts and other attributes. (C)
25. Change the size of a chart. (C)

26. Perform What-If analysis with charts. (C)
27. Use the Table commands and Total row. (D)
28. Sort database in ascending and descending order. (D)
29. Use the AutoFilter and Advanced Filter in a Table to match particular criteria. (D)
30. Use Subtotals in a Table. (D)
31. Create and use a Pivot table. (D)
32. Change the layout of a Pivot table. (D)
33. Create and use simple macros. (E)
34. Create Hyperlinks to connect files. (E)

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

V. Evaluation:

A. Testing Procedures: 70% of the total grade

Evaluations 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 10 percent of the total points possible will be deducted for every 15 minutes past the allotted time for each test.*

MAKEUP POLICY: If you miss a test, you will take a comprehensive test in the Main Campus Testing Center at the end of the semester. If you miss more than one test, you will receive a zero for that test. If you fail to take the comprehensive test, you will receive a zero for the missed test.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

(Quizzes, Case Problems, Other) 30% of the total grade

Case problems will be assigned for each tutorial using CaseGrader: Microsoft Office Excel® 2007 software. These cases will consist of problems similar to those Given in the textbook. Case problems cannot be made up unless *prior* approval by the instructor.

Quizzes will be given over each tutorial using the quiz feature in D2L. Quizzes cannot be made up unless *prior* approval by the instructor.

Case problems and quizzes will be worth 100 points. **No late work will be accepted and a grade of zero will be applied to any work not submitted by due date; however, the lowest grade (case problem or quiz) will be dropped at the end of the semester.**

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.] (*Pellissippi State Online Catalog*)

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. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who 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 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 134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies:

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 Online Catalog*)