PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS  

EXCEL  
ADMN 2621  

Class Hours: 3.0  
Credit Hours: 3.0  
Laboratory Hours: 0  
Date Revised: Fall 2013  

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:  
INFS 1010 or ADMN 1005 or equivalent  

Co-requisites:  
None  

Textbook(s) and Other Course 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).  
   * The textbook and SAM 2010 projects will be bundled together in the bookstore, which may be a better price than purchasing them separately.  

I. Week/Unit/Topic Basis:  

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
</table>
| 1    | Review of Microsoft® Windows™ 7  
      | Tutorial 1 - Getting Started with Excel |
| 2    | Tutorial 2 - Formatting a Workbook |
| 3-4  | Tutorial 3 - Working with Formulas and Functions |
| 5    | Tutorial 4 - Working with Charts and Graphics |
| 6-8  | **Test 1 – Tutorials 1 – 4**  
      | Tutorial 7 – Using Advanced Functions and Conditional Formatting |
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*:

Students 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. (B)

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)
Create and use Pivot tables. (D)

Use advanced functions (Nested IFs, AND, OR, COUNTIF, SUMIF, IFERROR, VLOOKUP)(D)

Create and use simple macros. (D)

Create Hyperlinks to connect files. (D)

Use Goal Seek, one and two-data tables to perform what-if analysis (D)

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 listed above.

**IV. Evaluation:**

A. Testing Procedures: 70% of 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.**

**MAKEUP 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: 30% of the total grade

(Homework, Quizzes, SAM Projects, Other)

Selected application exercises will be assigned as homework. 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 will be assigned for each tutorial using SAM 2010 project software. These projects 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.

SAM projects 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 (SAM project or quiz) will be dropped at the end of the semester.

E. Grading Scale:

92 – 100   A
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. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

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 Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by sending email to disabilityservices@pstcc.edu, or visiting Goins 127, 132, 134, 135, 131. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:
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.