



Administrative Master Syllabus

Course Information

Course Title	Spreadsheets
Course Prefix, Num. and Title	POFI 1349 Spreadsheets
Division	Technology and Business
Department	Business Office Technology
Course Type	WECM Course
Course Catalog Description	Skill development in concepts, procedures, and application of spreadsheets (Microsoft Office Excel) for business.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:2:2
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Division Chair:	David Kucera, Technology & Business Division Chair	03-30-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Navigate a workbook.
2. Open, edit, manage and print a workbook.
3. Create a workbook, change fonts, enter basic formulas.
4. Use and edit formatting tools.
5. Use series and Autofill.
6. Work with cells, columns, rows, and sheets.
7. Use templates.
8. Work with math, trig, statistical, and date and time functions.
9. Use logical and financial functions.
10. Build charts.
11. Use auto shapes, WordArt, and comments.
12. Use image, diagrams, and research.
13. Work with multiple worksheets.
14. Work with lists.
15. Use worksheet templates.
16. Work with ranges.
17. Work with lookup and reference functions.
18. Create worksheet and workbook templates.
19. Work with macros.

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

Identify spreadsheet terminology and concepts; calculate data using formulas and functions; create and modify workbooks; insert graphics; generate charts and reports; and create and use special functions.

Methods of Assessment:

Hands-on Application Tests
Written Theory Tests
Daily Exercises

Required text(s), optional text(s) and/or materials to be supplied by the student:

Microsoft Excel textbook.

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

At least 20 computers with USB ports in the front, Laser printer, at least one color printer, desks for the computers and printers, internet access, and the latest version of Microsoft Excel.



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Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

70% Hands-on Application Test average

15% Written Theory Tests average

15% Daily Exercises grade average

If your score is Your grade is:

90% up to 100% ..A

80% up to 89% B

70% up to 79% C

60% up to 69% D

59% or below F

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist