



**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title -** Spreadsheets: Microsoft Excel

**Course Prefix and Number -** POFI 1349

**Department -** Business and Office Administration

**Division -** Technology and Business

**Course Type:** (check one)

Academic General Education Course (from ACGM -- but not in WCJC Core)

Academic WCJC Core Course

WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

**Semester Credit Hours # : Lecture hours# : Lab/other hours #**      3:2:2

**Equated Pay hours for course -** 3

**Course Catalog Description -** In-depth coverage in the use of a spreadsheet software focusing on business applications.

**Prerequisites/Co requisites -** None

**Approvals -** the contents of this document have been reviewed and are found to be accurate.

List Lab/ Other Hours
Lab Hours 2
Clinical Hours
Practicum Hours
Other (list)

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

*Upon successful completion of this course, the student will use Microsoft Excel 2010 to:*

- Navigate a workbook.
- Open, edit, manage, and print a workbook.
- Create a workbook, change fonts, enter basic formulas.
- Use and edit formatting tools.
- Use series and AutoFill.
- Work with cells, columns, rows, and sheets.
- Use templates.
- Work with math, trig, statistical, and date and time functions.
- Use logical and financial functions.
- Use rounding and nesting functions.
- Build charts.
- Use auto shapes, WordArt, and comments.
- Use images, diagrams, and research.
- Work with multiple worksheets.
- Work with lists.
- Use worksheet templates.
- Work with ranges.
- Work with lookup and reference functions.
- Create worksheet and workbook templates.
- Work with macros.

**II. Course Learning Outcomes**

<b>Course Learning Outcome</b>	<b>Method of Assessment</b>
The student will use basic spreadsheet software functions to produce business documents.	Ninety percent of students will correctly answer at least 70% of the questions on a comprehensive written exam.

**III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.**

Required: *Microsoft Office Excel 2010: A Lesson Approach* by Kathleen Stewart. McGraw-Hill Publishing, © 2011, ISBN 978-007-733-1214.

One flash drive is required for this class to store the daily work and the student data files provided by the publisher. The instructor will provide a test disk for the hands-on application tests. The student will need Scantron forms for taking the written tests along with a #2 pencil.

#### IV. Suggested Course Maximum - 22

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

22 computers with USB ports in the front, Laser printer, at least one color printer, desks for the computers and printers, internet access, and Microsoft Office 2010.

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

60% Hands-on Application Test average (5 tests)  
20% Written Theory Tests average (5 tests)  
20% Daily Exercises grade average

#### Reading and Exercises Assignments

Ch 1: Getting Acquainted with Excel

Ch 2: Developing Workbooks

Ch 3: Developing and Editing Formatting Skills

Ch 4: Exploring Formula Basics

**Written Test 1** (Ch 1-4)

**Hands on Test 1** (Ch 1-4)

Ch 5: Exploring Function and Formula Basics

Ch 6: Using Dates, Times, and Logical Functions

Ch 7: Building Worksheet Charts

Ch 8: Working with Excel Tables

**Written Test 2** (Ch 5-8)

**Hands on Test 2** (Ch 5-8)

Ch 9: Using What-If Analysis Tools

Ch 10: Auditing and Validating workbook Data

Ch 11: Expanding Skills with Functions and Objects

Ch 12: Consolidating Data and Linking Workbooks

**Written Test 3** (Ch 9-11)

**Hands on Test 3** (Ch 9-11)

Ch 13: Exploring Data Commands and Tools

Ch 14: Working with External Data Sources

Ch 15: Using Data Tables and Pivot Tables

**Written Test 4** (Ch 12-14)

**Hands on Test 4** (Ch 12-14)

Ch 16: Working with Macros

Ch 17: Using Templates

**Written Test 5** (Ch 15-17 and Comprehensive)

**Hands on Test 5** (Ch 15-17 and Comprehensive)

#### VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)  
No additional documentation needed
- **Academic WCJC Core Course**  
Attach the Core Curriculum Checklist, including the following:
  - Basic Intellectual Competencies
  - Perspectives
  - Exemplary Educational Objectives
- **WECM Courses**  
If needed, revise the Program SCANS Matrix & Competencies Checklist.