

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u><b>Business Management</b></u>
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>POFI 1349</b></u>
<b>COURSE TITLE</b>	<u><b>Spreadsheets</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>3            3            :</b></u> <b>Credits    Lec                    Lab</b>

### I.      **Catalog Description**

Develops skills in the concepts, procedures, and application of spreadsheets for business. This course is designed to be repeated multiple times to improve student proficiency. This is a Microsoft Official Academic Course (MOAC) program that prepares students to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, an exam must be taken from a third-party testing company. **(3:1).**

### II.     **Course Objectives**

Upon satisfactory completion of this course, the student will be able to:

- A. Identify key terms using Microsoft Excel Office 7.
- B. Navigate in the Windows environment; i.e., ribbons, onscreen toolbars, the Microsoft Office Button, changing views within the worksheet, splitting a window, and opening a new window.
- C. Create, save, and edit a workbook for the first time.
- D. Save the workbook for use in a previous version of Excel.
- E. Populate data within a worksheet.
- F. Edit a workbook by cutting, copying, and pasting data.
- G. Set properties in the print area.
- H. Format text by applying color, changing the font, applying borders, and adding styles.
- I. Format values by applying number formats, colors, borders, etc.
- J. Create customized cell formats.
- K. Apply the format painter to a range of cells.
- L. Create, modify, and remove hyperlinked data.
- M. Apply and manage conditional formats using the rule manager.
- N. Format the entire worksheet by inserting columns and rows.
- O. Apply themes to enhance the appearance of a workbook to include adding color to the worksheet tab and including this as part of the header and footer.
- P. Change the default margins and orientation before printing the worksheet and formulas.
- Q. Work with the multiple workbooks and move worksheets within one workbook.
- R. Organize worksheets by copying, renaming, hiding, unhiding, inserting, and deleting worksheets.
- S. Manage data by restricting cell entries, sorting, filtering, grouping, and ensuring the data's integrity.
- T. Set data in the table format and format with a quick style.
- U. Apply formulas and functions that use the absolute and relative cell references.
- V. Create formulas that reference data from other worksheets and workbooks.
- W. Create formulas by name and cell range.

- X. Apply advanced formulas to functions, i.e., SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, VLOOKUP, HLOOKUP, IF, AND, OR, NOT, IFERROR, PROPER, UPPER, LOWER, and SUBSTITUTE.
- Y. Add, edit, and format a worksheet by adding pictures, shapes, and Smart Art graphics.
- Z. Protect a workbook by adding a password and restricting permission.
- AA. Add a digital signature to a workbook.
- BB. Track changes to a workbook by inserting, displaying, modifying, and accepting final changes.
- CC. Insert, display, modify, and delete comments and print comments.

**III. THECB Learning Outcomes (WECM)**

- 1. Identify spreadsheet terminology and concepts.
- 2. Calculate data using formulas and functions.
- 3. Create and modify workbooks.
- 4. Insert graphics and reports.
- 5. Create and use special functions.

**IV. Evaluation**

A. Evaluation Methods

Evaluation will be based on performance exams, theory exams, and signatures.

B. The final grading will be based on the percentage earned.

<u>Percentages</u>	<u>Letter Grade</u>
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – and below	F

**V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.