

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>
COURSE RUBRIC AND NUMBER	<u>POFI 1349</u>
COURSE TITLE	<u>Spreadsheets</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

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, INFERROR, 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,
- 5. Generate charts reports.
- 6. 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.