

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. The textbook maps the technical skills needed to take the Microsoft Office Specialist (MOS) certification exam. The MOS exam is a global certification that validates students' skills. To be certified, the 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. Describe and demonstrate how to use OneNote, SWAY, and Office Mix.
- B. Illustrate the current version of Microsoft's operating system.
- C. Identify Apps in Office.
- D. Save and retrieve files from OneDrive.
- E. Identify components of the Microsoft Office Ribbon.
- F. Create folders in a storage location.
- G. Perform tasks using Microsoft Office Apps.
- H. Use the Help function.
- I. Create and format a worksheet and a chart.
- J. Enter formulas, function and formatting values.
- K. Apply functions using AVERAGE, MAX, and MIN.
- L. Formatting the worksheet by apply a theme and selecting an online theme.
- M. Apply the Conditional Formatting command to a range of cells.
- N. Display formulas and print the workbook, formulas, and chart.
- O. Apply absolute and relative addressing.
- P. Use the IF Function and What-If Analysis for a Data Table and Goal Seek.
- Q. Organize the workbook by sheet tab colors and reordering.
- R. Create cell names and apply formulas using the cell name.
- S. Create, edit, and apply styles to different type of charts.
- T. Protect and hide worksheets and workbooks.
- U. Enable background formula checking.
- V. Create consolidated worksheets and workbooks.

- W. Apply the Date, Time and Round functions.
- X. Create and modify cell styles.
- Y. Create, sort and query a table.
- Z. Use the Criterial and Extract ranges.
- AA. Apply data functions, i.e., DAverage, DCount, Sumif, Countit, Match, and Index.
- BB. Create templates, import data, work with SmartArt, Images and Screenshots.
- CC. Work with Trendlines, PivotTables, PivotCharts, and Slicers.
- DD. Use Formula Auditing to trace precedents and check for errors and solve complex problems.
- EE. Use the Scenario Manager to analyze data and summarize data.
- FF. Add data validation to cells.
- GG. Customize Excel Add-in.
- HH. Use Power Tools and create macros.
- II. Apply Power Pivot to query data and create a relationship to measure data.
- JJ. Use and design the user interface.
- KK. Share and Collaborate worksheets and workbooks.
- LL. Apply track changes to a workbook.
- MM. Use Visual Basic for application for writing codes for commands.
- NN. Preview and Print a workbook.

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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.