POFI 1104 21232 COMPUTER FUNDAMENTALS
BEGINNING EXCEL 2013 - PART II SYLLABUS

COURSE DESCRIPTION

Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

COURSE FOCUS

This basic course will focus on techniques of using Excel 2010 to create a spreadsheet.

COURSE OUTCOME

You will learn how to create, edit, format, save, print, navigate, and use arithmetic functions to set up a spreadsheet.

PREREQUISITES

Introduction to Computers and Windows 98 or XP or Windows 7.

TEXT AND REFERENCES

Text Required:

ISBN: 978-0-76383-780-8 or with the ISBN for the book with a CD 978-0-76383-781-5 (CD is not required files available online)

Required Materials: Flash Drive - You will need a way to keep your work. It is recommended that you bring a USB (flash - stick) drive to hold your work.

COURSE GOALS

The following lists of goals are directly related to the performance objectives:

1. All goals from Excel I course
2. Format worksheets, change attributes and apply color, borders, and patterns.
3. Using some basic accounting and statistical functions
4. Absolute and relative cell references
5. Saving data for use outside of Excel
6. Integrating Word and Excel
7. Create, move and resize charts
Prerequisite skills recommended

1. The student should be familiar with terminology, concepts, and functions of Excel 2010 as presented in Excel - Part I.
2. The student should be able to create a worksheet, open and save a workbook, plan and design a worksheet correctly enter labels and values, edit, copy move and paste cell entries, format a worksheet, change attributes and apply color, borders, patterns and, create, move and resize charts using the Excel 2010.

Workplace and Foundation Competencies

The Business Office Systems and Support Department of Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course.

Workplace Competencies

Manage Resources
Exhibit Interpersonal Skills
Work With Information
Apply Systems Knowledge
Use Technology
Exhibit Time Management Skills

Foundation Skills

Demonstrate Basic Skills
Demonstrate Thinking Skills
Exhibit Personal Qualities
Demonstrate Responsibility Skills

STUDENT CONTRIBUTIONS

Your contribution in any classroom or online class includes participating in class as required, studying, and completing the assignments and exercises as designated by the instructor.

COURSE EVALUATION/GRADING

Course Grade:

Class participation and attendance 20%
Projects, Lab and Exercises 60%
There will be 4-6 labs, one or two for each section
Quizzes – there may be two 20%

ASSIGNMENTS will be handed out during the class meeting times. Specific details will be provided with each assignment.

Grading Scale:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 – below
To receive a grade (or CE certificate), you must complete all assignments as required.

NOTE: The instructor reserves the right to modify the course requirements, calendar dates, assignments, grading procedures, and other related policies that are deemed necessary to manage and conduct this course in the classroom or online. Students are responsible for contacting the instructor and for seeking clarification of any requirement that is not understood.

Financial Aid Certification of Attendance:

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

COLLEGE POLICIES

The policies governed by Brookhaven College can be found by entering the following website on the addressline of your favorite browser. This covers items such as (but not limited to) drop add policy, religious holidays, financial aid, repeating course, international student restrictions, ADA policy, academic integrity and grades.

http://www.brookhavencollege.edu/about/vpi/pages/syllabus-addendum.aspx

STUDENT SERVICES

The available services provided by Student Life can be found by entering the following website on the addressline of your favorite browser. Please refer to this page for information about a large number of student issues.

http://www.brookhavencollege.edu/studentsvcs/Pages/default.aspx

ONLINE SOCIAL MEDIA

The computer information technology department at Brookhaven College has a presence on LinkedIn, Instagram and Facebook. Search for us on facebook by entering “Brookhaven College Computer Information Technology” to see what is new with our area.