Microsoft Excel Syllabus
Eastfield College
Spring 2020
16-Week Course

Instructor Information
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Office Phone: 972-860-7221
Office Location: T017
Office Hours: Monday – Thursday 7:30 am – 8:00 am
           Monday – Thursday 12:00 pm – 1:30pm
           Open Lab L308A: Monday – Thursday 8:00 am – 1:00 pm
Division Office/Phone: T-Building: Room 143 | 972-860-7143

Course Information
Course Title: Microsoft Excel
Course Number: POFI-1341
Section Number: 43480 = Classroom instruction
               43400 = Online instruction
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Location: L308A and online
Class Meeting Time: Lecture/Lab: Tuesday/Thursday 8:00am – 10:00am
                   Online
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Course Prerequisites
Recommended: Beginning Keyboarding
Course Description
Skill development in concepts, procedures, and application of spreadsheets for business. This course is designed to develop spreadsheet skills from an introductory level to an advanced level in Microsoft Office 2016. Upon completion of the course material, students will have been exposed to all components of the Microsoft Office Specialists Excel Core and Expert Exams. (2 Lec., 3 Lab.)

Student Learning Outcomes
Course Objectives:
Students will have mastered the material in the module when they can:
A. Demonstrate the value of using a spreadsheet application program
B. Develop a working knowledge of a spreadsheet application program (Excel 2016)
C. Build, edit, and format a worksheet
D. Work with formulas and functions
E. Create and enhance charts
F. Use the database features of excel, including lists and tables
G. Create and edit macros in Excel
H. Use what-if analysis
I. Enhance an online form using macros

End-of-Course Outcomes:
1. To offer an in-depth presentation of Microsoft Excel 2016
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create spreadsheets suitable for coursework, professional purposes, and personal use
4. To help students discover the underlying functionality of Excel 2016 so they can become more productive
5. To develop an exercise-oriented approach that allows learning by doing

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)
Working with Information – Organize information, Process information with computers.
Managing Resources – Manage Time.
Using Technology – Apply technology to specific tasks.
Demonstrating Basic Skills – Reading, Listening
Demonstrating Thinking Skills – Creative thinking, Thinking logically.
Exhibiting Personal Qualities – Sociability; Integrity

Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Required Course Materials

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN 9780357700006 (Cengage Unlimited)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Graded Work
The following tables provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work
Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Training and Review Assignments, and Module Tests. Most grades are available within 1-2 business days upon submission.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>6%</td>
<td>60 points</td>
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<tr>
<td>Module Review Exams</td>
<td>27.5%</td>
<td>275 points</td>
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<tr>
<td>Module Projects</td>
<td>27.5%</td>
<td>275 points</td>
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<tr>
<td>MOS Skills Assessments</td>
<td>9%</td>
<td>90 points</td>
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<tr>
<td>Capstone Assessments</td>
<td>30%</td>
<td>300 points</td>
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TOTAL: 1,000 points
Final Grade

Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
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<tr>
<td>0-699</td>
<td>0-59%</td>
<td>F</td>
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</table>

Description of Graded Work

Discussion Boards
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade. Initial response for each week's discussion board should be completed by Wednesday, with final replies completed by Sunday.

Skills Practice
The skills practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. These exercises are not turned in for grades, but assist in preparing for the Assignments and Skill Quizzes, as well as unit assessment capstone projects. The skills build upon one another. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed.

Capstone Projects
There are a total of 3 Capstone Assessments, which serve as a “hands on” skills based exam.

Graded Tasks
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless stated otherwise.
**Attendance and Your Final Grade**

Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences in 8-week class or four (4) absences in 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Blended classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

**Late Work Policy**

Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

**Other Course Policies**

The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.

**Institutional Policies**

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Eastfield Institutional Policies (http://www.eastfieldcollege.edu/syllabipolicies)
Course Outline
This course is divided into 11 modules as follows:

Introductory
Module 1: Creating a Worksheet and a Chart
Module 2: Formulas, Functions and Formatting
Module 3: Working with Large Worksheets, Charting and What-If Analysis

Intermediate
Module 4: Financial Functions, Data Tables and Amortization Schedules
Module 5: Working with Multiple Worksheets and Workbooks
Module 6: Creating, Sorting and Querying a Table
Module 7: Creating Templates, Importing Data, and Working with SmartArt and Images

Advanced
Module 8: Working with Trendlines, PivotTables, PivotCharts and Slicers
Module 9: Formula Auditing, Data Validation, and Complex Problem Solving
Module 10: Data Analysis with Power Tools and Creating Macros
Module 11: User Interfaces, Visual Basic for Applications, and Collaboration Features

Course Schedule
See next page for weekly course schedule of due dates.
POFI 1349 – Microsoft Excel
Due Date Tracking

*Note: All work is due by Sunday night at 11:59pm unless otherwise stated

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>ECAMPUS</th>
<th>CENGAGE</th>
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<tr>
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<td>DUE DATE</td>
<td>DISCUSSION BOARDS</td>
<td>SAM EXAM</td>
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<tr>
<td>Weeks 1 and 2</td>
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<td>Discussion Board #1</td>
<td>Module 1</td>
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<td>Module 2</td>
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<td>Weeks 3 and 4</td>
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<td>Discussion Board #2</td>
<td>Module 3</td>
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<td>Due February 16, 2020</td>
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<td>4, 5</td>
<td>Discussion Board #3</td>
<td>Module 4</td>
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<td>Module 5</td>
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<td>6, 7</td>
<td>Discussion Board #4</td>
<td>Module 6</td>
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<td>Weeks 9 and 10</td>
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<td>Discussion Board #5</td>
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<td>Module 9</td>
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<td>Weeks 11 and 12</td>
<td>10, 11</td>
<td>Discussion Board #6</td>
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<tr>
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<td>Module 11</td>
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**SKILLS SIMULATION**

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<th>SAM PROJECT</th>
<th>CAPSTONE PROJECT</th>
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<td>Discussion Board #7</td>
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<td>MOS Skills Simulation – Manage Data Cells and Ranges</td>
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<td>MOS Skills Simulation – Create Tables</td>
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<td>MOS Skills Simulation – Perform Operations with Formulas and Functions</td>
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<td>MOS Skills Simulation – Create Charts and Objects</td>
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<td>Weeks 13 and 14</td>
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<td>MOS Skills Simulation – Manage Workbook Options and Settings</td>
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<td>Due May 3, 2020</td>
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<td>MOS Skills Simulation – Apply Custom Data Formats and Layouts</td>
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<td>Weeks 15 and 16</td>
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<td>Due May 14, 2020</td>
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