

TECH SPREADSHEET SYLLABUS

Instructor: Veronica Studards, 870-222-5360, Ext. 5212
Course: #2163--Tech Spreadsheet
Class meetings: MWF-9:10-10:00
Materials Needed: Textbook
Disk

Course Number: BUSI #2063

Course Title: TECH ELECTRONIC SPREADSHEET
Credit Hours: 3

Course Description: This course is designed to introduce the students to an electronic spreadsheet. At the completion of this course the student should be able to perform the following tasks listed in the Course Objectives:

Prerequisite: Micro. Applications, TECH KEYBOARDING #1003

Course Text: EXCEL 2007 (COMPREHENSIVE CONCEPTS AND TECHNIQUES)

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology .
2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

Course Student Learning Outcomes:

Upon completion of this course the student should know and be able to:

1. Enter data accurately
2. Set up formulas for mathematical calculations accurately
3. Format/layout a spreadsheet in several ways
4. Produce graphs efficiently
5. Produce forms (invoices, etc.)
6. Color scheme the data efficiently
7. Do general functions within a spreadsheet

The goals of UAM COT McGehee campus are-- Students should be prepared for good-paying jobs for which there is a demand in the local area, elsewhere in the state and throughout the country, and students should be able to demonstrate basic to advanced skills in a technical certification area.

Evaluation: Student grades are calculated according to the following scale:

- 65%** Chapter Tests
- 10%** Class Assignments
- 25%** Final Exam--Comprehensive

Students are expected to complete all assignments on their syllabus for this course by the designated time frame.

Grading Scale:	Percent	Grade	Quality Points
	100% - 90%	A	4
	89% - 80%	B	3
	79% - 70%	C	2
	69% - 60%	D	1
	59% - Below	F	0
	Withdrawal	W	W's & I's are
	Incomplete	I	disregarded
			when calculating
			grade point averages.

Students with Disabilities:

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities.

It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

Absences: The only excused absences consist of being called for jury duty or being officially summoned to appear in court.

Disruptive behavior: College regulations, which serve to control all aspects of personal conduct, must be observed. The safety, rights, and feelings of others must be respected. Any behavior, which disrupts the regular or normal functions of the University community, including behavior, which breaches the peace or violates the rights of others, may result in dismissal.

Holidays: LABOR DAY—SEPT 7
THANKSGIVING—NOV 25-27

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

This course is designed to introduce the students to an electronic spreadsheet. At the completion of this course the student should be able to perform the following tasks effectively: enter data, set up formulas for mathematical calculations, format/layout a spreadsheet in several ways, produce graphs efficiently, produce forms (invoices with mathematical calculations color scheme the data efficiently and to do general functions within a spreadsheet using a database. There will be a comprehensive objective final exam as well and a production test at the end of the semester. Always print a formula page for all problems. Therefore there will be two pages for each problem.

ANY MISSED TEST HAS TO BE MADE UP WITHIN ONE (1) WEEK OF ORIGINAL TEST DATE OR A ZERO (0) WILL BE GIVEN.

BUSINESS DEPARTMENT MAKE-UP WORK/TEST POLICY

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. A UAM student has access to their course syllabus by going to this web site <http://www.uamont.edu/mcgehee/faculty.com>. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

The following schedule is tentative, with changes made at the discretion of the instructor. If you save your work on the UAM server, always PASSWORD PROTECT YOUR WORK.

ALWAYS PRINT A FORMULA PAGE

AUG 26-28

Project One--Creating a Worksheet and embedded chart—

Walk and Rock Music—Project 1—all steps

Kona's Espresso Coffee—create the entire problem—BUSINESS LAB SERVER- 74-75

Instruction 1-9 only!!!

**Scissors Office Supply—create the entire worksheet page 75-77 Instructions 1 through 7--
ONLY**

College Cost and Financial Support 77-61 Instructions Part 1 & Part II—ONLY

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AUG 31-SEPT 4

Following problems are due on date of Chapter 1 Test

Walk and Rock Music

Kona's Espresso Coffee

Scissors Office Supply

College Cost and Financial Support

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SEPT 7-12

FRIDAY--CHAPTER 1 TEST

Project Two--Formulas, Formatting, Charts, and Web queries—

Silver Dollars Stock Club

Façade Importers Instructions 1 through 18 p. 149-151

Jackson's Bright Ideas—Instructions 1-12 Page 152 AND Instructions part 2

(3D bar chart) page 153-154-Instruction 1-8

Equity Web Queries—do only Instructions Part 1 page 154-155

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SEPT 14-18

Friday--Chapter 2 Test

Chapter 2 Assignments Due

SEPT 21-25

Project Three--What If Analysis and Working with large Worksheets

Campus Clothiers

Salioto Auto Parts Instructions 1-13 page 234-235 AND Instructions Part 2 Page

235-236 Instructions 1-6

Britney's Music Emporium Instructions 1-27 page 238-240 ONLY

Rockview Resort & Spa p.241-24 Instructions Part I & Instructions Part 2—STOP!

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SEPT 28-OCT 2

Project Three---all assignments due Friday

Friday--Chapter 3 Test

OCT 5-9

Project Four Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks

Loan payment Calculator

Retirement Planning Sheet page 327- 329 Instructions 1-16

The Bean Bag Game Company. Page 330-332 Instructions 1-15

eLoans Unlimited, Inc. Page 332-334 Instructions 1-15

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OCT 12-16

ALL CHAPTER 4/PROJECT DUE Friday

Friday--Chapter 4 Test

OCT 19-23

**Project Five--Creating, Sorting, and Querying a List
Silver Photography Accessories Sales Rep Table--
Whitman Publishing Sales Rep Table Page 405-407 Instructions Part 1-Part 4
Consultant Specialist Table Page 408-411 Instructions Part 1-Part 4
Do-Gooders' Student Club Page 412-413 Part 1 Instructions 1-7**

OCT 26-30

**Friday--Chapter 5 Test
ALL OF CHAPTER 5/PROJECTS ARE DUE Friday**

NOV 2-6

**Project 6--Creating Templates and working with Multiple Worksheets & Workbooks
Next DVR, Inc.
Rings and Things—Page 496-457 Part 1 & Part 2 Instructions 1-9**

NOV 9-13

**Continue Project 6
Chapter 6 problems due Friday**

NOV 16-20

**Project 7--Using Macros & Visual Basic For Applications
Caliber Steel
Richie's Subprime P.611-612 Instructions 1-14**

NOV 23-24

**Continue Project 7
Project 7 Due Friday—**

THANKSGIVING HOLIDAYS NOV 25-27

NOV 30-DEC 4

PROJECT 8

DEC 7-11

PROJECT 8

DEC 14-18—FINAL EXAMS

Written Comprehensive Final—25% of Final Grade

STUDY SHEET CHAPTER 1

EXCEL 2007

WORKBOOKS
REQUIREMENTS
BOOK1
LIMITED BY COMPUTER MEMORY
COLUMN-ROW
TAB
MINI
SUBMENU
KEY TIP BADGE
LEFT-ALIGNED
6Q
RANGE
RECEIVING RANGE
MORE THAN 30
THE AMOUNT OF THE FILE SAVED
FORMATTING
MERGING
SPLITTING
COMMA STYLE
ACCOUNTING NUMBER FORMAT
CHART TYPES
EMBEDDED
LEGEND
STANDARD
TOOLBAR
INSERT
HOME
CLEAR

CHAPTER 2

STUDY SHEET
ALT+ENTER
HOW TO CHANGE A FILE NAME
>
ORDER OF OPERATIONS
TRACE ERROR
INSERT OPTIONS
HOW TO ENTER FUNCTIONS
HOW TO ACTIVATE RANE FINDER
INCREASE DECIMAL
NEW RULE
DEFAULT WIDTH OF COLUMNS
BEST FIT
DISPLAYING A HIDDEN COLUMN
HOW TO INCREASE/DECREASE COLUMN WIDTHS
CHECK SPELLING

PAGE LAYOUT VIEW
ERROR CHECKING
SELECTION OPTION BUTTON
ENTIRE WORKBOOK OPTION BUTTON
PAGE SETUP
ZOOM
TOGGLE COMMANDS
FORMULAS VERSION
DEBUGGING
WEB QUERY
CELL
CONDITIONAL FORMATTING
EQUAL SIGN
SMART TAG INDICATOR
ARGUMENTS
AVERAGE FUNCTION
MAX
MIN
COMMA SYLE FORMAT
FLOATING DOLLAR SIGN
CHARACTER
PIXEL
HIDING CELLS
CHANGE ALL BUTTON
ADD TO DICTIONARY BUTTON
AUTOCORRECT BUTTON
VALUES VERSION
THEME

CHAPTER 3

STUDY SHEET
NOW FUNCTION
FILL FORMATTING ONLY
GOAL SEEKING
WHAT-IF ANALYSIS
PIE CHART
#NAME
KEEP SOURCE FORMATTING
IF FUNCTION
ABSOLUTE CELL REFERENCING
RIBBON
CONSTANT
RANGE FINDER
FILL HANDLE
COPY
DEGREES BOX
ORIENTATION AREA
ALIGNMENT TAB
FILL CELLS
SPLIT DOUBLE ARROW MOUSE POINTER
COPY BUTTON

DELETE BUTTON
FORMATTING SYMBOLS
STABILIZE THE TITLES
NOW FUNCTION
ERROR MESSAGE SYMBOLS
NESTED
FILL COLOR
FONT COLOR
EXPLODED PIE CHART
LEGEND GALLERY
ROTATING CHARTS
SHRINKING A WORKSHEET
GOAL SEEKING
ASSUMPTIONS
OFFICE CLIPBOARD
FORMULAS
FREEZE PANES
FORMAT PAINTER

CHAPTER 4 EXCEL 2007

PAGE ORDER AREA
PRINT TITLES AREA
UNPROTECTED
BACKGROUND FORMULA CHECKING
PMT (RATE, PERIODS, LOAN AMOUNT)
PV (RATE, PERIODS, PAYMENT)
CELL ERRORS AS BOX
DRAFT QUALITY CHECK BOX
DRAFT QUALITY CHECK BOX
FV (RATE, PERIODS, PAYMENT)
GRIDLINES CHECK BOX
AMPERSAND CHARACTER
GLOBAL FORMATTING
CURRENCY STYLE
NAME MANAGER
HOW TO DISPLAY SHORTCUT MENU
PMT FUNCTION
SET PRINT AREA
SCREEN TIP
DATA TABLE
NEGATIVE NUMBERS
RANGE FINDER
ONE-INPUT DATA TABLE
WHAT-IF FUNCTION
ACTIVE DATA TABLES
DELETE DATA TABLE
CONDITIONAL FORMATS
POINTER
HOME TAB
FIXED PAYMENTS
DRAGGING
DECIMAL PLACES
ROUND-OFF ERROR
ROUND FUNCTION
FIT TO COMMAND
PRINT AREA FIELD
RANGE NAME
PASSWORDS
PROTECT WORKSHEET
HIDE COMMAND
ENABLING
DISABLING
BACKGROUND FORMULA CHECKING
SPELL CHECKING
RESET IGNORED ERRORS
ERROR CHECKING RULE
CELL PROTECTION
HIDING
CELL NAME
NAME MANAGER

DOWN_PAYMENT
NAME LIST
DATA TABLE
FIXED PAYMENTS

CHAPTER 5

TABLE
FIELD
COLUMN
CALCULATION
DOUBLE-CLICKING
MOVE AND CENTER
RECORD
ROWS
VALIDATION
CONVERT TO RANGE
DATA VALIDATION RULE
GIGO
TAB
ROW BANDING
INSERT BUTTON
HLOOKUP
VLOOKUP
TABLE ARGUMENTS
DATA BARS
NAME MANAGER
AUTOMATIC SUBTOTALS
ROW LEVEL SYMBOLS
SUMIF
COUNTIF
DCOUNT
EXTRACT RANGE
CRITERIA RANGE
CUSTOMER FILTER
AUTO FILTER
QUERY
SORT KEYS
CONDITIONAL FORMATTION
DATA VALIDATION DIALOG BOX
SOURCE BOX
INPUT MESSAGE TAB
RULES
RECORDS
ASCENDING SEQUENCE
CONTROL FIELD
SUM
ROW HEADING COLOR
CUSTOM FILTER FUNCTION

FINAL EXAM

SUMIF
COUNTIF
DCOUNT
EXTRACT RANGE
CRITERIA RANGE
CUSTOMER FILTER
AUTO FILTER
QUERY
SORT KEYS
CONDITIONAL FORMATTING
NOW FUNCTION
FILL FORMATTING ONLY
GOAL SEEKING
WHAT-IF ANALYSIS
PIE CHART
#NAME
KEEP SOURCE FORMATTING
FORMATTING ONLY
IF FUNCTION
ABSOLUTE CELL REFERENCING
PAGE ORDER AREA
PRINT TITLES AREA
UNPROTECTED
BACKGROUND FORMULA CHECKING
PMT (RATE, PERIODS, LOAN AMOUNT)
PV (RATE, PERIODS, PAYMENT)
CELL ERRORS AS BOX
DRAFT QUALITY CHECK BOX
FV (RATE, PERIODS, PAYMENT)
GRIDLINES CHECK BOX

AND CHAPTER 1-5 STUDY SHEETS