

TECH SPREADSHEET SYLLABUS

Instructor: Veronica Studards, 870-222-5360, Ext. 5212
Course: #2163--Tech Spreadsheet
Class meetings: TH-9:40-11:00
Office Hours: MW-9:30-11:00
12:30-2:00
TH—11:00-1:00
Materials Needed: Textbook
Flash drive

Course Number: BUS #2163
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: TECH KEYBOARDING #1203—

RECOMMENDED Micro. Applications CIS 2223, OR BUS 1303 Tech Computer Applications
(This recommendation is solely for the student's benefit. Several students have been "advised" to take this class without Micro Apps 2223 or Computer Apps 1303, and it was extremely difficult for the student)

Course Text: EXCEL 2007 (COMPREHENSIVE CONCEPTS AND TECHNIQUES)

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

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

65% Chapter Tests & Production Tests
10% Class Assignments
25% Final Exam—Comprehensive/Production test

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.

Tardiness: Classroom door will be closed and locked at the official starting time for the class, and you will be counted absent for that class period. The clock in the room will be used for the official start time—not the clock in the student center area.

MAKE UP TEST

No make-up test will be given. A missed test will be awarded a "0" and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.

Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior that breaches the peace or violates the rights of others. Disorderly conduct includes, but is not limited to, violent, noisy, or drunken behavior, and/or the use of abusive or obscene language on university-controlled property or while representing the University, or attending a university function. Any verbal abuse, physical abuse or endangerment may result in expulsion from the University of Arkansas College of Technology McGehee. (See 2009-2011 Catalog, Page 45, Item #7).

Cell Phones: Cell phones are to be turned off when entering the classroom. If a student leaves the classroom for a phone call during class time, the student will not be allowed to return to the class for that period. Leaving the classroom is considered disorderly conduct and disruptive behavior and will not be tolerated. During testing, cell phones must be turned off and not visible to the student or instructor. A student using a phone during testing will receive a zero on that test.

**Holidays: JANUARY 16, 2012—MARTIN LUTHER KING
MARCH 19-23—SPRING BREAK**

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.

Academic dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be an "F" in the course.

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/Production test. Always print a formula page for all problems; therefore there will

be two pages for each problem.

MAKE-UP WORK

Each student is given a syllabus for this 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.

ALWAYS PRINT A FORMULA PAGE

JAN 11-13

Project One--Creating a Worksheet and embedded chart—

Walk and Rock Music—Project 1—all steps

Kona's Espresso Coffee—create the entire problem—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

ALWAYS PRINT A FORMULA PAGE

JAN 16-20—JANUARY 16—MARTIN LUTHER KING

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

ALWAYS PRINT A FORMULA PAGE

JAN 23-27

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

ALWAYS PRINT A FORMULA PAGE

JAN 30-FEB 3

Chapter 2 Assignments

FEB 6-FEB 10

FRIDAY--Chapter 2 Test

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!

ALWAYS PRINT A FORMULA PAGE

FEB 13-FEB 17

Project Three

FEB 20-FEB 24

FRIDAY--Chapter 3 Test

FEB 27-MAR 2

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

MAR 5-MAR 9

ALL CHAPTER 4/PROJECT DUE Thursday

Thursday--Chapter 4 Test

ALWAYS PRINT A FORMULA PAGE

MAR 12- MAR 16

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

MARCH 19-23—SPRING BREAK

MAR 26-MAR 30

Thursday--Chapter 5 Test

ALL OF CHAPTER 5/PROJECTS ARE DUE Thursday

APR 2-APR 6

Chapter 6—Next DVR Inc.—entire chapter problem

EXTRA ASSIGNED PROBLEMS

APR 9- APR 13

Chapter 6—Next DVR Inc.

EXTRA ASSIGNED PROBLEMS

PRODUCTION TEST

APR 16-APR 20

Chapter 6—Next DVR Inc.

EXTRA ASSIGNED PROBLEMS

PRODUCTION TEST

APR 23-APR 27

EXTRA ASSIGNED PROBLEMS

PRODUCTION TEST

APR 30-MAY 1

REVIEW FINAL EXAMS

MAY 2-MAY 8—FINAL EXAMS

MONDAY, MAY 7 8:00-10:00 A.M.

Written Comprehensive Final/ PRODUCTION TEST—25% of Final Grade

UAM College of Technology - McGehee
BUSINESS TECHNOLOGY Program Syllabus Agreement
Tech Spreadsheet

AUGUST 2011

I, _____ do enter into an agreement with the Instructor of the course listed below.

PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/studards>) a copy of the syllabus for the course:

- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.

- **MAKE UP TEST**

No make-up test will be given. A missed test will be awarded a “0” and will be counted as the dropped grade for this course. The final exam cannot be dropped—it is 25% of your final grade.

- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on Monday, May 7 from 8:00-10:00 a.m.

Student's signature

Date

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