



EXCEL INTRO 2016- COURSE SYLLABUS

10-103-131

1 CREDIT

TABLE OF CONTENTS

Course Information	3
Course Description	3
Required Materials	3
Recommended Prerequisites	3
Course Outcomes	4
Module 1: Getting Started with Excel	4
Module 2: Formatting Workbook Text & Data	4
Module 3: Performing Calculations with Formulas & Functions	4
Module 4: Analyzing & Charting Financial Data	5
Module 6: Managing Multiple Worksheets & Workbooks	5
Assignment Guide.....	6
1. Read Module	6
2. Textbook Project	6
3. Review Assignment*	6
4. Terminology Quiz*	6
5. Case Problem*	6
6. Final Exam*	6
Grading Information	7
Graded Assignments	7
Late Assignment Penalty	7
Grading Scale	7
Final Grade Criteria	7
Employability Skills	8
Responsibilities and Policies	8
Student Responsibilities.....	8

Student Policies	8
Academic Integrity	9
Disability Act Statement	9
Syllabus Changes	9

COURSE INFORMATION

COURSE DESCRIPTION

creating worksheets; enhancing the worksheet appearance; moving data between worksheets and workbooks; using formulas and functions; creating charts, and using clip art.

REQUIRED MATERIALS

- **Textbook**

New Perspective Series, Office 365 & Excel 2016 - Comprehensive

Authors: Parsons/Oja/Carey/DesJardins - Publisher: Cengage

ISBN: 9781337251471

- **Computer**

- A computer with Windows operating system (7 or higher)
 - Microsoft Office Professional 2016 or Office 365.
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RECOMMENDED PREREQUISITES

The Windows one-credit course or equivalent.

COURSE OUTCOMES

This is a 1-credit course and usually meets for 30 hours, this class may require 2-3 hours per classroom hour to complete which is standard for a college level course. So please allocate sufficient time to complete all the requirements.

MODULE 1: GETTING STARTED WITH EXCEL 5 hours

- Open and close a workbook
- Navigate through a workbook and worksheet*
- Select cells and ranges
- Plan and create a workbook
- Insert, rename, and move worksheets*
- Enter text, dates, and numbers
- Undo and redo actions
- Resize columns and rows
- Enter formulas and the SUM and COUNT functions
- Copy and paste formulas
- Move or copy cells and ranges
- Insert and delete rows, columns, and ranges
- Create patterned text with Flash Fill
- Add cell borders and change font size

MODULE 2: FORMATTING WORKBOOK TEXT & DATA..... 5 hours

- Change fonts, font style, and font color
- Add fill colors and a background image
- Create formulas to calculate sales data*
- Format numbers as currency and percentages
- Format dates and times
- Align, indent, and rotate cell contents
- Merge a group of cells
- Use the AVERAGE function
- Apply cell styles
- Copy and paste formats with the Format Painter
- Find and replace text and formatting
- Change workbook themes
- Highlight cells with conditional formats
- Format a worksheet for printing
- Set the print area, insert page breaks, add print titles, create headers and footers, and set margins*

MODULE 3: PERFORMING CALCULATIONS WITH FORMULAS & FUNCTIONS ... 5 hours

- Document formulas and data values
- Explore function syntax
- Insert functions from the Formula Library
- Perform a what-if analysis*

- AutoFill series and formulas
- Use relative and absolute cell references
- Use the Quick Analysis tool
- Work with dates and Date functions
- Find values with Lookup functions
- Work with Logical functions*

MODULE 4: ANALYZING & CHARTING FINANCIAL DATA 5 hours

- Use the PMT function to calculate a loan payment*
- Create an embedded pie chart
- Apply styles to a chart
- Add data labels to a pie chart
- Format a chart legend
- Create a clustered column chart
- Create a stacked column chart
- Create a line chart
- Create a combination chart
- Format chart elements*
- Modify the chart's data source
- Create a histogram and Pareto chart
- Add sparklines to a worksheet
- Format cells with data bars

MODULE 6: MANAGING MULTIPLE WORKSHEETS & WORKBOOKS..... 5 hours

- Create a worksheet group
- Format and edit multiple worksheets at once*
- Create cell references to other worksheets*
- Consolidate information from multiple worksheets using 3-D references
- Create and print a worksheet group
- Create a link to data in another workbook
- Create a workbook reference
- Learn how to edit links*
- Insert a hyperlink in a cell
- Create a workbook based on an existing template*
- Create a custom workbook template

ASSIGNMENT GUIDE

There are five (5) Modules that will be completed during the course. Within each Learning Plan Module, you will be completing the following activities:

1. READ MODULE

Read the module/chapter.

2. TEXTBOOK PROJECT

Complete and save the activity for practice in applying the features covered in the Module.

3. REVIEW ASSIGNMENT*

*GRADED ASSIGNMENT – 15 POINTS/MODULE

Complete and submit the activity for in applying the features covered in the Module.

4. TERMINOLOGY QUIZ*

*GRADED ASSIGNMENT – 20 POINTS/MODULE

In BlackBoard, you will be presented with 20 questions that will be a combination of multiple choice, true/false or fill-in the blank questions. You are allowed to use your textbook in complete the quiz.

- **Number of Attempts.** One (1) attempt is allowed
- **Time Allowance.** There is no time limit but once you begin, you must finish

5. CASE PROBLEM*

*GRADED ASSIGNMENT – 20 POINTS/MODULE

This activity has you utilize your skills in knowledge in applying the features within the applicable Microsoft application. The Case Problem to be submitted is identified on the Course Calendar. Complete and submit the activity.

6. FINAL EXAM*

*GRADED ASSIGNMENT – 100 POINTS/MODULE

Upon successful completion of the Modules, comes the last activity which is the Final Exam.

- The exam will be completed within a monitored location.
- The textbook or printouts from the eBook may be used for reference.
- One hundred (100) minutes is allowed for the exam.
- A learner who earns less than 75 points on the Final In-Person Exam cannot earn higher than a "B" for the course final grade, regardless of total course points.
- Use of cell phones, e-mail, instant messaging, or interactive websites without the prior consent of the test monitor or instructor is assumed to be inappropriate collaboration and will result in a zero for the test and failure of the course.

GRADING INFORMATION

GRADED ASSIGNMENTS

The following is an outline of the various graded assignments and point values.

Assignments	Pts/Module	# of Modules/Course	Overall Points/Course
Review Assignment	15	5	75
Terminology Quiz	20	5	100
Case Problem	20	5	100
Final Exam	100	n/a	100
Total			375

LATE ASSIGNMENT PENALTY

- Assignments submitted beyond the due date will be subject to a 10% reduction per day.
- Assignments from the Modules will be accepted until the deadline as outlined in Course Calendar. Assignments submitted after the deadline will not be accepted.

GRADING SCALE

Grade %	92%	86%	80%	75%	Below 75%
Max Points	375	344	321	299	280
Min Points	345	322	300	281	0
Grade	A	B	C	D	F

FINAL GRADE CRITERIA

Your final grade will be based upon the Grading Scale. In addition, the following grades may also be issued:

- **NS (No Show)** is issued based upon the following criteria:
 - Online classes – if no work is submitted within the first week of the class.
 - 7 Week Class – if a student enrolls but does not attending with the first week.
 - 15 Week Class - if a student enrolls but does not attend within the first two weeks.
- **W (Withdraw)** is issued if the course is dropped by the designated drop period.
- **F** is issued if:
 - (a) none of the two bulleted items above apply;
 - (b) total points fall below the "D" grade range; or
 - (c) coursework is not submitted as designated by the course calendar

EMPLOYABILITY SKILLS

In addition to specific job-related training, NWTC has identified transferrable employability skills reaching beyond the context of a specific course. This class addresses the following employability skills:

- Demonstrate personal accountability
- Work cooperatively and professionally
- Think critically and creatively
- Solve problems effectively

RESPONSIBILITIES AND POLICIES

STUDENT RESPONSIBILITIES

As a student of NWTC, you are expected to adhere to the policies of the College, as outlined by the Student Handbook (please see below).

- You are responsible for the duties set forth in this class and to communicate any questions, comments or concerns you have to me.
- You are required to monitor your NWTC Student Email account. Acceptable means of communication include e-mail, voicemail or through online discussion forums.
- You are responsible to log into your Starfish portal to monitor your success progress
- You can expect a reply to communication within 1-2 business days.
- Use of correct grammar and punctuation is required in all written communications.

STUDENT POLICIES

Please refer to the NWTC Student Handbook for further definitions and consequences of these behaviors, available through Student Services, the NWTC Bookstore or by visiting <http://www.nwtc.edu> and click on **Current Students** tab.

Please be fully aware of the following Student Handbook policies:

- Academic Integrity (includes Plagiarism, cheating and collusion)
- Affirmative Action/Equal Opportunity Statement
- Assessment
- Copyright Notice
- Refund Policy
- Student Code of Conduct
- Withdrawal from a Class or Program
- Student Rights
- Sexual Misconduct (Title IX)
- Pregnancy and Childbirth (Title IX)
- Accommodation for Religious Beliefs Policy

NWTC is committed to embracing the worth of every individual and promoting a respectful environment. Discrimination and harassment of protected categories in its employment and educational programs, is prohibited. For questions or concerns, contact Mohammed Bey, Director of Diversity & Inclusion/Title IX Coordinator, at (920) 498-6826 or mohammed.bey@nwtc.edu.

ACADEMIC INTEGRITY

You are expected to create and submit your own work as outlined in the Academic Integrity Policy discussed in the Student Handbook. If you are involved in an incident of academic dishonesty, any and all parties will receive a zero (0) for the assignment. If there is a second incident, any and all parties will receive an "F" for the course. Documentation will be placed in your NWTC student file for academic dishonesty.

DISABILITY ACT STATEMENT

NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact the Student Accommodations Services for more information regarding the support services available to you, call 920-498-6904 or 800-422-6982 ext. 6904.

SYLLABUS CHANGES

As your instructor, I retain the right to make changes based on the timeline of the class, feedback from learners, and/or logistical issues and will inform you as soon as a change is made.