

**POFI 1349
Spreadsheets**

Western Texas College

- I. Basic Course Information
 - A. Spreadsheet software for business applications.
 - B. Any required prerequisites: None.
- II. Student Learning Outcomes
 - A. Identify spreadsheet terminology and concepts: create shortcut functions; create and modify worksheets; demonstrate and insert graphics in worksheets; and demonstrate and use macroprogramming database functions. Spreadsheets will be measured with rubrics.
- III. Major Course Requirements
 - A. Requirement: There will be 2 chapter exams.
 - B. Requirement: There will be a final exam over two chapters.
- IV. Information on Books and Other Course Materials
 - A. Book: *Go! With Microsoft Excel 2010/ with ITLAB*; ISBN: 0132627523
 - B. Office 2010 Ultimate for Students
- V. Other Policies, Procedures and Important Dates are available in the [Catalog](#).
- VI. Course Organization and Schedule
 - A. Weekly Course Schedule

Week Number	Section/Online Work
Week 1	Syllabus and Moodle
Week 2	Chapter 1: Creating a Worksheet and Charting Data
Week 3	Chapter 1: Creating a Worksheet and Charting Data
Week 4	Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks
Week 5	Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks
Week 6	Exam: Chapter 1 & 2 and Lab Work
Week 7	Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
Week 8	Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
Week 9	Chapter 4: Use Financial and Lookup functions, Define Names, and Validate Data
Week 10	Chapter 4: Use Financial and Lookup functions, Define Names, and Validate Data
Week 11	Exam: Chapter 3 & 4 and Lab Work
Week 12	Chapter 5: Managing Large Workbooks and Using Advanced Sorting and Filtering

Week 13	Chapter 5: Managing Large Workbooks and Using Advanced Sorting and Filtering
Week 14	Chapter 6: Creating Charts, Diagrams, and Templates
Week 15	Chapter 6: Creating Charts, Diagrams, and Templates
Week 16	Final Exam – Chapters 5 & 6

Disclaimer: Schedule and content is subject to change at the instructor's discretion.

Class/Lab Assignments	60%
Open Book Exams	20%
Final Exam	20%

Last Modified: August 19, 2015