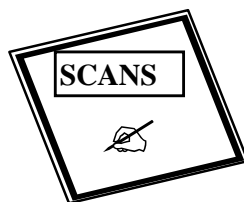




**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT  
HOUSTON, TEXAS**

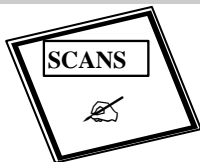
**SPREADSHEETS**

**POFI 1349**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS  
SCANS COMPETENCIES INCORPORATED  
STUDENT LEARNING OUTCOMES (CO)**

**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT  
COURSE SYLLABUS  
POFI 1349—SPREADSHEETS**



**SCANS Competencies Included in Textbook**

**SEMESTER:**

<b><i>Instructor:</i></b>	<b><i>CRN:</i></b>
<b><i>Phone:</i></b>	<b><i>Time:</i></b>
<b><i>Office Hours:</i></b>	<b><i>Campus:</i></b>

**FINAL EXAM:**

**LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS:**

**TEXTBOOKS AND MATERIALS**

*Microsoft Office Excel 2007, Comprehensive Concepts and Techniques Edition.* Gary B. Shelly, Thomas J. Cashman and James S. Quasney, published by Course Technology ISBN 1-4188-4344-X.

**SUPPLIES: USB Flash Drive Units**

**COURSE DESCRIPTION**

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming data-base functions, data-table features, and graphics. The student will identify spreadsheet terminology and concepts; perform shortcut functions; modify worksheets; and insert graphics in worksheets. Study of computer applications from business productivity software suites. Emphasis is on developing end-user proficiency skills for office environments. **(MOUS Certification Applicable) Prerequisite: POFI 1329 and POFI 1301**

**Mission/Purpose:**

The purpose of POFI 1349 Spreadsheets is to provide the students with re-enforcement Microsoft Office Excel software application skills to further develop end-user proficiency skills for the office environment.

**STUDENT LEARNING OUTCOMES (CO)**

1. Students will complete documents under timed production conditions.
2. Students will select correct document formats and layouts, and assess documents for correct grammar, spelling, and punctuation.

**COURSE REQUIREMENTS AND EXPECTATIONS**

This is an 80-hour hands-on, self paced, individualized, instructional course. Thus, the student is responsible for reading all appropriate training chapters and completing each training exercise as indicated on the class schedule.

There will be lectures on system requirements and procedures. The student is expected to take notes and refer to any instructional handouts provided by the instructor. (If you are not going to be in class, make arrangements to get the notes before coming back into class. This is your responsibility. It would be wise to exchange phone numbers with other members of the class in order to make arrangements for them to cover for you).

## **HCCS POLICIES**

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at <http://www.hccs.edu/students/handbook/HandbookHome2.html> Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

## **STUDENT INFORMATION**

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

## **ADA POLICY STATEMENT**

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

## **CLASS ATTENDANCE**

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours. ***Reports of excessive absence will be sent to the Veterans Administration, Social Security Office, and other agencies responsible for aid to the student when appropriate.***

## **DROP OR WITHDRAWAL POLICIES**

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or

withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

### **ACADEMIC DISHONESTY**

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

### **LATE ASSIGNMENTS and MAKE-UP TEST POLICY**

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

### **REPEATER POLICY**

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **DEGREE PLAN**

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

**Job Connections Online Placement Services:** <http://jobs.hccs.edu/>

**Students and Alumni** of the Houston Community College System can post resumes and search jobs online. Registration is free.

**NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at 713-718-7808 or Room N-109 Scarcella Building.**



**HOUSTON COMMUNITY COLLEGE SYSTEM  
BUSINESS TECHNOLOGY DEPARTMENT**

**Student Questionnaire**

Name:	Last Name	First Name	MI	Social Security #
Address:	Street	Apt. #		Home Telephone
City	State	Zip Code		Cell Telephone #
E-mail address:				

**Educational Plan**

Have you determined your major? \_\_\_\_\_ Yes      No \_\_\_\_\_

Have you filed a degree plan? \_\_\_\_\_ Yes      No \_\_\_\_\_ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: \_\_\_\_\_  
(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

**Employment History**

Are you currently employed? \_\_\_\_\_ Yes      No \_\_\_\_\_

Is your employment \_\_\_\_\_ Part-time?      or \_\_\_\_\_ Full-time?

If you are employed, please complete the following:

Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

**Comments:**

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair  
10141 Cash Road, E119, Stafford Texas 77477

STUDENT QUESTIONNAIRE



**Student Success**  
**Organizational Stewardship**  
**Business Technology Department**

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes  No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes  No

Have you been given **job placement** information including:

- Job Placement Contact Person with
  - E-mail address
  - Telephone Number
  - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes  No

Name \_\_\_\_\_

Print "your" Name

I, \_\_\_\_\_, have been given

Student Signature

Information regarding the above listed items.

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

This form will be returned to Willie Caldwell's office on date of completion.

**LECTURE/LAB TEACHING DEMONSTRATION**  
**CLASS/CAMPUS:**

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

**A GLANCE AT *THIS* COMPUTER (Example)**

1. What is a CPU \_\_\_\_\_  
On-off buttons—(demonstrate) Start vs Reset  
Student Response  \_\_\_\_\_ Student Signature
  
2. Drives on this computer:  
3 ½ inch disk (demonstrate disk) and/or USB Flash drive  
CD Rom (demonstrate) Zip Drive (demonstrate)  
Student Response  \_\_\_\_\_ Student Signature
  
3. Desktop (personally their desktop while on that computer)  
⇒ If projects are stored on the desktop of the computer in the classrooms and/or HCC open labs, those documents are erased at the end of each day.

Name \_\_\_\_\_  
**Print “your” Name**

I, \_\_\_\_\_, have been given  
Student Signature

instructions on the use of “this” computer. *I was provided instruction in both the lecture and lab formats.*

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

This form will be returned to Willie Caldwell’s office, Scarcella Room E119 or MC1585B on date of completion of all lecture/lab classes for the semester.

## STUDENT EVALUATION

### **HCCS Grading System**

The Houston Community College grading system will be used to evaluate students' performance in this course.

<b>Grade</b>	<b>Score</b>
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

### **Departmental Grading System**

The following departmental grading system will be used to evaluate students' performance in this course:

Textbook Exercises/Questions	50%
Production Tests	40%
Final Exam	10%

**POFI 1349—SPREADSHEETS**

**Assignment Calendar**

Week	Textbook Assignment
<b>MICROSOFT OFFICE EXCEL 2003</b>	
	<b>Introduction to class</b>
1	Project One—Creating a Worksheet and an Embedded Chart Apply Your Knowledge 1, In the Lab 1
2	Project One—Creating a Worksheet and an Embedded Chart In the Lab 2 and 3
3	Project Two—Formulas, Functions, Formatting, and Web Queries Apply Your Knowledge 1, In the Lab 1
4	Project Three—What-If Analysis, Charting, and Working with Large Worksheets Omit Apply Your Knowledge, In the Lab 1 (Omit Instructions Part 3)
5	Project Three—What-If Analysis, Charting, and Working with Large Worksheets Omit Apply Your Knowledge, In the Lab 1 (Omit Instructions Part 3) and <b>Review for Exam 1</b>
6	<b>EXAM 1 Covering Projects One through Three</b> Web Feature—Creating Static and Dynamic Web Pages Using Excel (Omit In the Lab)
7	Project Four—Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks—Apply Your Knowledge 1, In the Lab1, Part 1 only
8	Project Five—Creating, Sorting, and Querying a List
9	Project Six—Creating Templates and Working with Multiple Worksheets and Workbooks—Apply Your Knowledge 1 (omit Instructions Part 2), In the Lab 1 <b>Review for EXAM 2</b>
10	<b>EXAM 2 covering Projects Four through Six</b> Integration Feature—Object Linking and Embedding (OLE) and Web Discussions In the Lab 1, Part 1 only; In the lab 2, Part 1 only
11	Project Seven—Using Macros and Visual Basic for Applications (VBA) with Excel (Omit In the Lab and Apply Your Knowledge)
12	Project Eight—Formula Auditing, Data Validation, and Complex Problem Solving
13	Project Nine—Importing Data, Working with XML, PivotCharts, PivotTables, and Trendlines <b>Review for EXAM 3</b>
14	<b>TEST 3—Covering Projects Seven through Nine</b> PivotTable List Feature—Creating a PivotTable List Web Page Using Excel
15	Make-up and Review for Final
16	<b>FINAL EXAM</b>

\*Tests will be given at the instructor's discretion.

## STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES

Houston Community College is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for POFI – 1349—Spreadsheets/Internet/Advanced Word Processing.

### Common Workplace Competencies

#### **Manage Resources: Identifies, organizes, plans, and allocates resources**

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities through a ranking process which allows them to meet self-determined goals.

#### **Interpersonal: Works with others**

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goals.

#### **Information: Acquires and uses information**

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process this information and to perform various tasks.

#### **Technology: Works with a variety of technologies**

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing must apply technology to specific tasks, determining what application to use to obtain a specific outcome.

### Foundation Skills

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information in documents such as manuals graphs and schedules.

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason.

Students in POFI-1349—Spreadsheets/Internet/Advanced Word Processing must also demonstrate personal qualities: display responsibility, self-esteem, sociability, self-management, and integrity and honesty

## EFFECTIVE JOB PERFORMANCE: The Skills Employers Want

### FIVE COMPETENCIES

Resources: *Identifies, organizes, plans, and allocates resources*

- A. *Time*—Selects good relevant activities, ranks them, allocates time, and prepares and follows schedules
- B. *Money*—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. *Material and Facilities*—Acquires, stores, allocates, and uses materials or space efficiently
- D. *Human Resources*—Assesses skills and distributes work accordingly, evaluates performance and provides feedback

#### **Interpersonal: Works with others**

- A. *Participates as Member of a Team*—contributes to group effort
- B. *Teaches Others New Skills*
- C. *Serves Clients/Customers*—works to satisfy customers' expectations
- D. *Exercises Leadership*—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies
- E. *Negotiates*—Works toward agreements involving exchange of resources, resolves divergent interests
- F. *Works with Diversity*—works well with men and women from diverse backgrounds.

#### **Information: Acquires and uses information**

- A. *Acquires and Evaluates Information*
- B. *Organizes and Maintains Information*
- C. *Interprets and Communicates Information*
- D. *Uses Computers to Process Information*

#### **Systems: Understands complex inter-relationships**

- A. *Understands Systems*—knows how social, organizational, and technological systems work and operates effectively with them
- B. *Monitors and Corrects performance*—distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. *Improves or Designs Systems*—suggests modifications to existing systems and develops new or alternative systems to improve performance

#### **Technology: Works with a variety of technologies**

- A. *Selects Technology*—chooses procedures, tools or equipment including computers and related technologies
- B. *Applies Technology to Task*—understands overall intent and proper procedures for setup and operation of equipment
- C. *Maintains and Troubleshoots Equipment*—prevents, identifies, or solves problems with equipment, including computers and other technologies

### A THREE-PART FOUNDATION

#### **Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- A. *Reading*—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. *Writing*—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. *Arithmetic/Mathematics*—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. *Listening*—receives, attends to, interprets, and responds to verbal messages and other cues
- E. *Speaking*—organizes ideas and communicates orally

#### **Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

- A. *Creative Thinking*—generates new ideas
- B. *Decision Making*—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. *Problem Solving*—Recognizes problems and devises and implements plan of action
- D. *Seeing Things in the Mind's Eye*—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. *Knowing How to Learn*—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. *Reasoning*—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

#### **Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

- A. *Responsibility*—exerts a high level of effort and perseveres towards goal attainment
- B. *Self-Esteem*—believes in own self-worth and maintains a positive view of self
- C. *Sociability*—demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- D. *Self-Management*—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. *Integrity/Honesty*—chooses ethical courses of action