



Spreadsheets-13305

POFI-1349

RT 2022 Section 0082 3 Credits 08/23/2021 to 12/12/2021 Modified 08/22/2021

Course Meetings

Course Modality

Online Anytime

Meeting Days

Online Anytime

Meeting Times

Online Anytime

Meeting Location

Online

Welcome and Instructor Information

Welcome to **Spreadsheets**—I'm delighted that you have chosen this course. One of my passions is to know as much as I can about Excel, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by canvas email.

What's Exciting About This Course

This course is exciting because you will have an opportunity to use the latest Microsoft Office Excel Software. You will learn the advance functions in Microsoft Office Excel.

My Personal Welcome

Welcome to **Spreadsheets**—I'm delighted that you have chosen this course. One of my passions is to know as much as I can about Excel, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by canvas email.

Preferred Method of Contact

Use the Canvas Inbox for all course related communications. Messages sent to my hccs.edu email that are course related may not receive a response. I will respond to emails within 24 to 36 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Office Hours

Monday, Tuesday, Thursday, 1:00 PM to 3:00 PM, Virtual or by appointment

Instructor: Professor Rita Punch-Lagard

Email: rita.punch-lagard@hccs.edu

Office: Central

Phone: 713-718-6034

Website: <https://learning.hccs.edu/faculty/rita.punchlagard> (<https://learning.hccs.edu/faculty/rita.punchlagard>)

Course Overview

Course Description

POFI 1349 - Spreadsheets

Credits: 3 (2 lecture, 3 lab). Spreadsheet software for business applications. Prerequisite:

Prerequisites

POFT 1329 or POFI 1301

Business Technology Department Website

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

Core Curriculum Objectives (CCOs)

Secretary's Commission on Achieving Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources** – An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information

skills prepare students for future employment.

4. **Systems** – An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. **Technology** – The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the Medical Coding Basics course:

- Using Resources: Identify—Plan—Manage
- Developing Interpersonal Skills: Collaborate—Negotiate—Lead
- Applying Technology: Select—Apply—Enhance
- Understanding Systems: Connect—Support—Improve
- Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills - Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

Thinking Skills - Creative thinking, decision-making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

Personal Qualities - Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

Course Student Learning Outcomes (CSLOs)

Upon completion of POFI 1349, the student will be able to:

1. Develop end user proficiency skills for the office environment.
2. Create documents for business applications
3. Demonstrate proficiency in the use of advance spreadsheets.
4. Demonstrate working knowledge of organizing and displaying large amounts of complex data.
5. Create worksheets and manipulate functions, templates, and database functions.

Learning Objectives

- 1.1 Identify spreadsheet terminology, concepts, and components of the user interface
- 1.2 Navigate an Excel spreadsheet
- 1.3 Create and modify workbooks

- 1.4 Calculate data using basic formulas and functions
- 2.1 Create and design a spreadsheet for general office use.
- 2.2 Generate charts and reports
- 2.3 Create, sort, and filter lists
- 2.4 Use clip art to enhance ideas and information in Excel worksheets
- 3.1 Calculate data using formulas and advanced functions
- 3.2 Import and export data to and from other applications
- 3.3 Perform operations
- 4.1 Summarize data with data analysis, PivotTables, and PivotCharts
- 4.2 Share workbooks with others
- 5.1 Identify the need and use of Excel templates
- 5.2 Secure information in an Excel workbook
- 5.3 Integrate Excel with the Internet or Intranet

Departmental Practices and Procedures

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Department Specific Instructor and Student Responsibilities

Add Content Here

Program-Specific Student Success Information

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Introduction to HR/PeopleSoft Applications must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to Introduction to HR/PeopleSoft Applications.

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Do not purchase a book or access code for this course. **You have already paid for your course materials through the registration process.** The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through Eagle Online Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available for purchase at the Houston Community College Bookstore at Central Campus.

Textbook - "Shelly Cashman Series® Microsoft® Office 365 & Excel 2019: Comprehensive."

Publisher: Cengage

ISBN: First Day Access

Other Instructional Resources

Courseware

MINDTAP

Course Requirements

Assignments, Exams, and Activities

| Type | Weight | Topic | Notes |
|--------------------|--------|-------|--|
| MINDTAP/DQ/Project | 30% | | MINDTAP Assignments, Discussion Questions and Project. |
| Exams | 40% | | 3 Exams |
| Quizzes | 10% | | Textbook Terms |
| Final Exam | 20% | | Chapters 1-11 |
| Total | 100% | | |

Grading Formula

| Grade | Range | Notes |
|-------|-------|-------|
| A | | |
| B | | |
| C | | |
| D | | |
| F | | |

Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

There is "no makeup" for missed assignments except for emergencies with a doctor's excuse. **Your lowest MindTap assignment grade will be dropped at the end of the semester. Your lowest Quiz grade will be dropped.**

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

This is not a self-paced course. You must meet the established deadlines for completing the assignments and tests. The flexibility of an online course allows you to choose the time of day or night to "enter" the virtual classroom. To succeed in this course, you should log in to the course daily to read any messages or announcements; keep up with the Course Schedule and the due dates on time.

Student Conduct

Students are expected to present themselves in a professional, respectful manner. Behavior inappropriate to the collegiate setting (including but not limited to abusive, derogatory, threatening, or harassing language directed at the instructor or towards other students, staff, or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

Instructor's Course-Specific Information

Assignments in Mindtap are automatically graded. Assignments in Canvas Eagle Online will be graded after the due date.

Devices

In-person courses: Students' electronic devices must be placed on silence and put away. Students are allowed to take emergency calls but must exit the classroom. Students are responsible for any missed class activities such as lecture, demonstrations, etc

Virtual courses: Students' electronic devices must be placed on silence. Students are allowed to take emergency calls but must exit the virtual classroom.

Faculty Statement about Student Success

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in **Spreadsheets** must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to **Spreadsheets**.

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Instructional Modalities

Online Anytime (WW)

Traditional online course without scheduled meetings

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

| Grade | Grade Interpretation | Grade Points |
|-------|---|--------------|
| A | Excellent (90-100) | 4 |
| B | Good (80-89) | 3 |
| C | Fair (70-79) | 2 |
| D | Passing (60-69), except in developmental courses. | 1 |
| F | Failing (59 and below) | 0 |
| FX | Failing due to non-attendance | 0 |

| Grade | Grade Interpretation | Grade Points |
|-------|---|--------------|
| W | Withdrawn | 0 |
| I | Incomplete | 0 |
| AUD | Audit | 0 |
| IP | In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit. | 0 |
| COM | Completed. Given in non-credit and continuing education courses. | 0 |

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

| Week | Dates | Topic/What's due |
|------|---------|--|
| 1 | 8/23/21 | Introduction/Biography, Student Survey, Resume Syllabus quiz Assignments will be posted on CANVAS EagleOnline every Tuesday and will close every Monday, at 11:59 p.m.) <u>MindTap can be assessed within your Canvas EagleOnline.</u> Quizzes and discussions are located in Canvas EagleOnline. Test 1, Test 2, and Test 3 - MindTap Final Exam-Canvas EagleOnline |
| 2 | | Chapter 1—Creating a Worksheet and an Embedded Chart |
| 3 | | Chapter 2—Formulas, Functions, Formatting |
| 4 | | Chapter 3—What-If Analysis, Charting, and Working with Large Test 1 Chapters 1-3 |
| 5 | | Chapter 4—Financial Functions, Data Tables, Amortization Schedules |
| 6 | | Chapter 5—Creating, Sorting, and Querying a Table |
| 7 | | Chapter 6—Working with Multiple Worksheets and Workbooks |
| 8 | | Chapter 7—Creating Templates, Importing Data, and Working with SmartArt, Images, and Screen Shots Test 2 Chapters 4-7 |

| | | |
|----|--|--|
| 9 | | Chapter 8—Working with Trendlines, PivotTable Reports, PivotChart Reports, and Slicers |
| 10 | | Chapter 9—Formula Auditing, Data Validation, and Complex Problem Solving |
| 11 | | Chapter 10—Using Macros and Visual Basic for Applications (VBA) with Excel |
| 12 | | Chapter 11-Collaboration Features for Workbooks |
| 13 | | Test 3 Chapters 8-11 Project and Practice Excel MOS Exam. |
| 14 | | Project and Practice Excel MOS Exam. |
| 15 | | Review for Final Exam, Practice Excel MOS Exam, and Extra Credit. |
| 16 | | Final Exam or MOS Exam. |

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Additional Information

Departmental/Program Information

The Business Technology Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a leading specialized business accreditation association committed to advancing excellence in business education worldwide. Our member institutions share the common belief that excellent business education is defined by professors who are committed to teaching, students who come from a diversity of backgrounds, and courses that provide relevant skills for real-world opportunities.

Student Club

Phi Beta Lambda ([Phi Beta Lambda \(https://www.fbla-pbl.org/\)](https://www.fbla-pbl.org/))

Activities in PBL can complement your academic experience and give you an edge in your future career. During a job interview, you can point to the leadership positions you held for the largest collegiate business student organization in the world, the academic competitions you entered and how you fared against the very best students in the nation, and how with the career readiness and professional development you received you are ready to succeed in whatever you do.

If you are interested in developing your leadership, communication, and your professional skills then PBL is the right choice for you.

Jobs

There are 18,645 Executive Secretaries and Executive Administrative Assistants employed in the Greater Houston Area. This number is expected to increase by 4.0% over the next four years.

The estimated annual job openings is 500 jobs a year.

Median Wages - \$26.24 hourly, \$55,000 annually

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

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