

Microsoft Excel - Syllabus 2019-2020

Instructor Information:

Teacher:	Mrs. Heba Nabil Farid & Mrs.Nermeen Elsabrouty
Room:	Pioneers American School / High School department / Lab 1&2
Required Text:	Learning Microsoft Excel Fundamentals

Course Description:

Spreadsheets are common place in today's business world. In this course, students will build on the basic Excel skills acquired during Microsoft Office. Students will use spreadsheets to organize data, complete calculations using formulas and functions, make decision, graph data, share data between other Microsoft programs, and create professional-looking reports. This course is recommended for High School graduate students, especially those interested in pursuing a career in Business, Finance, Math, Engineering, and Science. Prepare for the future and become more marketable for employment.

Instructional Goals and Purposes:

The purpose of this course is to teach students to identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.

Course Objectives:

Specific Course Objectives

After studying the material presented in the textbook, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.

By the end of this course, the successful student will understand and be able to apply:

1. **Launch Excel and navigate the worksheet.**
2. **Enter and edit data in a worksheet.**
3. **Build worksheets.**
4. **Enhance worksheets.**
5. **Preview and print worksheets and workbooks.**
6. **Create charts and share information.**

7. **Create, sort, and filter lists.**
8. **Use problem-solving tools.**
9. **Work with charts and the drawing tools.**
10. **Import and export data from other applications.**
11. **Share workbooks with others.**
12. **Integrate Excel with the Internet or an Intranet.**

Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes/Specific Course Objectives sections of this syllabus.

Students in all sections of Spreadsheets will be required to do the following:

1. Students will submit an assignment each lesson. Each lesson stresses features and functions common to spreadsheet applications including creating formulas, formatting worksheets, working with multiple worksheets, creating charts, sorting and filtering lists, etc.
2. Students will assemble a portfolio (soft copy) of work to be submitted at the end of each quarter.
3. Students will complete three hands-on, application exams using a spreadsheets program in the presence of a testing proctor.

Major Assignments/Assessments:

The following items will be assigned and assessed during the semester and used to calculate the student's final grade:

□ **Assignments**

Students will work through exercises in their workbooks. At the end of each lesson, there will be graded—either Apply Your Knowledge or In the Lab exercises. Generally, only one or two quizzes will be held at the end of each chapter—you are only responsible for completing the exercises and quizzes assigned. Always check the Assignments link to make sure which exercises are required. These documents will be submitted through the assignment itself and will be graded and saved. Late work will not be accepted after exercise has been graded during the class. Remember: If you are having trouble with your computer, there are other ways to turn your documents in on time—even if you have to deliver it in person. Submission of someone else's work will receive a zero.

□ **Portfolio**

Each project contains step-by-step instructions for learning specific Excel functions. Within each chapter, you may be asked to show a soft copy of your work—you will be asked to place these file in your soft PDF portfolio and submit it at the end of the semester for a grade. Check the Assignments link to verify which pages of each project are being assigned. The portfolio itself should be in a PDF format. The documents should be bound and assembled in the order they were output. It is your responsibility to keep up with these documents throughout the quarter. A list of items that must be in your portfolio and a due date can be found by clicking the Assignments link. The portfolio must be submitted in person or by mail before the due date listed on the assignment. Portfolios are due by the scheduled deadline and 10 points will be deducted for each day work is late.

□ **Exams**

Quarter Exams covering all the tutorials will be application tests where you demonstrate what you have learned using a computer in one of Pioneer's American high school's labs. The Calendar will list the times testing will be available. If you are unable to take a test when it is scheduled, you must schedule the test with the instructor prior to the testing date. An excused absence and makeup test may be granted for sudden illness or unforeseen circumstances. Deductions on assignments and tests will occur for minor and major formatting errors, as well as, typographical errors. All four quarter exam grades will be used to calculate your final grade. Each exam is worth 40% of your quarterly grade.

Course Grade:

The grading scale for this course is as follows:

Assignments and quizzes– 30%

Portfolio – 30%

Exams – 40%

All of your grades including a mid-semester and final grade will be posted to Grades reports. Cheating is defined as unauthorized help on an examination or assigned course material. A student must not submit another student's work as his or her own. A student must not receive from any other student or give to any other student any information, answers, or help during an exam. A student must not "steal" the answers from an unsuspecting student during an exam. A student must not use any sources for answers during an exam (including but not limited to notes, books, or electronic devices) without prior authorization from the professor. A student must not obtain exam questions illegally, tamper with the exam questions, nor change the results of an exam after it has been graded. All cheating infractions will result in a grade of "0" for the assignment.

Plagiarism is defined as the taking of a person's ideas, words, or information and claiming those properties as one's own. The use of all ideas, words, or information from any source must be properly referenced and due credit must be given to its author. All written assignments must be submitted through ISchool application. For research assignments, properly quoting and citing information from other sources is usually required in the assignment; however, since the integrity of the assignment is based upon the originality of the student's work, no student may turn in a paper which exceeds a 30% score in properly quoted and cited material. The instructor reserves the right to employ other means outside of turnitin.com to check the "originality" of a student's work. Any submission that contains copied material (other than cited material in a research paper) will automatically receive a grade of "0" for the assignment.

A student will fail the class upon his or her second cheating and/or plagiarism offense. These policies shall be adhered to unless mitigating circumstances should prove a lesser penalty should apply. Students shall have the right to contest a cheating or plagiarism claim; the appeals process is specifically defined in the student handbook.

Attendance:

Students in the class are expected to arrive on time and remain in class until the class is over as random movement into, out of, or around the classroom is disruptive and disrespectful. Students are highly encouraged to participate in class by asking questions and engaging in discussions. Disruptive class behavior will result in dismissal from the classroom and an absent mark on the attendance record. Persistent, disruptive behavior may ultimately result in dismissal from the course, a failing grade, and further disciplinary actions in accordance with school policy.

Make up assignments/exams will only be granted in accord with the excused absence policy.

Students needing special classroom or testing accommodations because of physical or learning disabilities must contact the Student Success office before these services will be made available in the classroom.

Texts, Materials, and Supplies:

Access to a computer and the Internet.

Access to Microsoft Office 2016 (Word, Excel, Access, PowerPoint).

Flash drive (if you want to save to an external drive).

Interactive projector and white boards.

Required Readings:

Excel 2016 student's textbook.

Academic Honesty:

Any work submitted by the student shall be his/her own. Work taken from others shall be deemed as unacceptable. Any doubts will initiate the completion of an alternative assignment or a zero on the required effort, depending on the severity of the infraction.

Class Policies and Expectations:

1. Get your folder, text book and workbook from the file drawer and be in your seat and ready to begin class when the bell rings.
2. Please respect school property. No writing on desks, chairs, tables, or mouse pads. Also, do not tamper with any of the computer equipment at your workstation. You are responsible for the equipment at the assigned seat you are sitting in. Please notify the teacher **IMMEDIATELY** if anything at your workstation is damaged or has been tampered with. Appropriate action will be taken if you are caught destroying or damaging any school property.
3. You may be excused from class for the restroom and nurse when necessary. You must have **your** handbook. Please fill out your handbook, have teacher sign, sign out with date & time, and sign back in with the correct time. Please do not abuse this privilege.
4. No food or drinks are permitted in class.
5. Your grade in this course is based on production. Because students turn in assignments at different times (early, when due, or late) it is difficult for grades to be current. If you do not have a grade for a particular assignment, it may mean that I haven't had the opportunity to grade and post that particular assignment. Of course, it may also mean that you are behind in your classwork. Keep your sheets in your folder so that you can stay organized!
6. All chapter activities are to be completed following instructions given on chapter sheets. Points will be deducted for not following specific directions given. Students work independently, with the assistance of the teacher, through the chapter exercises. At the end of each chapter, chapter activities are to be done completely by the student to ascertain understanding, comprehension, and application.
7. **All assignments are to be submitted online unless otherwise noted.** Please submit exercises as you complete them. Do not wait until you are finished with all exercises in the chapter. You are responsible for submitting the chapter worksheet even though the documents are submitted online. This is my way of knowing that you have completed the chapter exercises. You will receive a rubric attached to your worksheet after all chapter exercises have been graded.
8. It is **THE STUDENT'S RESPONSIBILITY** to make sure all work is current – Check ISchool class walls and announces regularly!
9. All make-up work must be completed either during the lesson.

Course Outline - Microsoft Excel:

1. **Launch Excel and navigate the worksheet.**
 - a. Launch Excel.
 - b. Identify the components of the Excel window.
 - c. Locate and open an existing workbook.
 - d. Navigate a worksheet.
 - e. Select cells, columns, and rows.
 - f. Insert, reposition, and delete worksheets.
 - g. Save a workbook.
 - h. Preview and print a worksheet.
 - i. Close a workbook.
 - j. Create a new workbook from a template.
 - k. Exit Excel.

2. **Enter and edit data in a worksheet.**
 - a. Create new workbooks.
 - b. Enter text and numbers in cells.
 - c. Edit cell contents.
 - d. Use Undo and Redo.
 - e. Change the Zoom setting.
 - f. Rename a sheet tab.
 - g. Change a sheet tab color.

3. **Build worksheets.**
 - a. Create and revise formulas.
 - b. Use cut, copy, and paste.
 - c. Copy formulas with relative, absolute, and mixed cell references.
 - d. Use basic functions.
 - e. Use the Insert Function dialog box.

4. **Enhance worksheets.**
 - a. Create worksheet and column titles.
 - b. Format cells, rows, and columns.
 - c. Use Paste Special.
 - d. Define and apply styles.
 - e. Manipulate rows, columns, and cells.
 - f. Filter lists using AutoFilter.

5. **Preview and print worksheets and workbooks.**
 - a. Use Find and Replace.
 - b. Check spelling.
 - c. Set print options and print worksheets.
 - d. Print an entire workbook.

6. **Create charts and share information.**
 - a. Use the Chart Wizard to create a chart.
 - b. Format and modify a chart.
 - c. Insert, resize, and move a graphic.
 - d. Work with embedded charts.
 - e. Preview and print charts.
 - f. Use workgroup collaboration.
 - g. Use Go To.

7. **Create, sort, and filter lists.**
 - a. Identify basic terms and guidelines for creating lists.
 - b. Enter data in a list using data validation.
 - c. Use the data form.
 - d. Create custom filters.
 - e. Perform single and multilevel sorts.
 - f. Use grouping and outlines to create subtotals.

9. **Use problem-solving tools.**
 - a. Create data tables.
 - b. Use Goal Seek and Solver.
 - c. Create scenarios.
 - d. Create a trendline.

10. **Work with charts and the drawing tools.**
 - a. Create special charts.
 - b. Modify charts.
 - c. Use the drawing tools.
 - d. Create and edit a conceptual diagram.

11. **Import and export data from other applications.**
 - a. Integrate Excel data with Word and PowerPoint.
 - b. Integrate Excel with Access.
 - c. Import data from text files.

12. **Share workbooks with others.**
 - a. Create and apply custom number and conditional formats.
 - b. Use lookup and reference functions.
 - c. Use workgroup features.

13. **Integrate Excel with the Internet or an Intranet.**
 - a. Import data from the Internet.
 - b. Work with XML.
 - c. Publish worksheets and workbooks to the web.
 - d. Send a workbook via e-mail.

