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CAPP 156.01: Microsoft Excel

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Recommended Citation

Robinson, Niki L., "CAPP 156.01: Microsoft Excel" (2016). *University of Montana Course Syllabi*. 4156.
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**MISSOULA COLLEGE--THE UNIVERSITY OF MONTANA
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE: CAPP156-SP16-Robinson

DATE REVISED: Spring 2016

SEMESTER CREDITS: 3

PREREQUISITES: CAPP 120 and/or a Math

FACULTY: Niki Robinson

E-Mail: Niki.Robinson@mso.umt.edu

Phone: 243-7802

Office: AD14-C (Across from Lab AD12)

Office Hours: As posted or by appointment

RELATIONSHIP TO PROGRAM(S):

Use of technology to compile and analyze data and to make decisions using Microsoft Excel software in order to accomplish various business tasks. Skill development using spreadsheets; emphasis is on business problem-solving as well as format and design of documents. This class is utilized to prepare graduates for using spreadsheets in a variety of entry-level business positions. The required software is Microsoft Excel 2013 with a Windows environment.

COURSE DESCRIPTION: Emphasis on the use of the spreadsheet, graphics, and database to solve quantitative business problems. Includes projects relating to data and lists and graphs/charts.

Course Objectives:

1. To offer an in-depth presentation of Microsoft Excel 2013.
2. To expose students to practical examples of the computer and spreadsheets as a useful tool.
3. To acquaint students with the proper procedures to create worksheets suitable for coursework, professional purposes, and personal use.
4. To help students discover the underlying functionality of Excel 2013 for increased productivity.
5. An exercise-oriented approach that allows learning by doing.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will be able to:

1. Create, format, modify and print workbooks by entering, correcting, and editing data.
2. Use the toolbars and icons to perform spreadsheets tasks.
3. Design, create and print charts.
4. Develop, sort and manage databases.
5. Select functions to evaluate business problems.
6. Design spreadsheets to solve technical problems.
7. Link workbooks and worksheets.
8. Distinguish when to use relative vs. absolute referencing.
9. Use formulas, functions, and formatting for solving business analysis problems.
10. Perform “what-if” analysis and financial projections
11. Use financial functions for data tables and amortization schedules.

TEXTBOOK: Microsoft® Excel® 2013: Complete by: Steven M. Freund (ISBN: 9781285168449) by Cengage Learning

SUPPLIES: A flash drive for saving assignments

COURSE OUTLINE:

- I. Introduction to EXCEL
 - A. Mathematical operators
 - B. Cell Ranges
 - C. Copy Command
 - D. Move Command
 - E. Formatting
 - F. Financial Forecast
 - G. Series

- H. Relative vs. Absolute
- II. Simple Income Statement Worksheets
 - A. Formulas
 - B. Links
 - C. Entitling workbooks
 - D. Footers
 - E. Page Setups
 - F. Mathematical Computations
 - G. Rules for setting up spreadsheets
 - H. Insert comments
- III. Charts
 - A. Different types
 - B. Rules
 - C. Special features
 - D. Diagrams
- IV. Functions
 - A. Definitions
 - B. Statistical
 - C. Mathematical
 - D. Logical
 - E. Financial
- V. Databases and Lists
 - A. Auto filtering
 - B. Advanced filtering
 - C. Formatting
- VI. Linking
 - A. Worksheets
 - A. Workbooks
- VII. Analyze business problems and prepare spreadsheets to analyze, compile and present solutions and what-if analysis.

GRADING PROCEDURES:

Grading Scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

OTHER POLICIES:

The class is designed so that each unit consists of (1) new concepts introduced through online lecture and hands-on practice; (2) application problems reinforcing concepts and for practice using the software; (3) an end of unit test. Late assignment will have points deducted. Late assignments will be accepted up to one week after the due date. Online students are allowed to use the labs at the College of Technology.

Tests may not be made up unless **prior** arrangements are made. The instructor must be contacted before the test is administered in order to have the option to take the test. You must take the makeup test the day the faculty assigns. **There are no exceptions to this policy. If there's a problem, call and leave a message or you have lost the chance to take that particular test.**

CLASS POLICY: Students are allowed to use the labs at Missoula College. No children or significant others will be allowed in the labs. No food or drinks allowed at the computer stations.

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct code. The Code is available for review online at <http://www.umt.edu/SA/VP/SA/index.cfm/page/1321>.

Accessibility Resources:

The University will make reasonable accommodations or program modifications as appropriate to remove any barriers that may exist for an individual with a disability. Students with disabilities have the right to equal opportunities for education and participation in University activities. Students must meet or exceed the essential requirement of the University of Montana with or without modifications. Students initiate the request for modifications and/or services in a timely manner, communicate with faculty regarding modifications and work with their Disability Services Coordinators as needed.

Contact Information for Disability Services:

Phone: (406) 243-2243

Email: dss@umontana.edu

Website: <http://www.umt.edu/accessibility/>