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CAPP 156.50: MS Excel

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**MISSOULA COLLEGE--THE UNIVERSITY OF MONTANA
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE: **CAPP156-AU18-Robinson**

DATE REVISED: **Autumn 2018**

SEMESTER CREDITS: **3**

PREREQUISITES: ***CAPP 120***

FACULTY: **Niki Robinson**

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Office: **Missoula College, #406**

Office Hours: **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 2016 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.

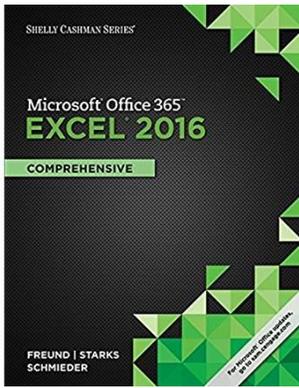
Course Objectives:

1. To offer an in-depth presentation of Microsoft Excel 2016.
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 2016 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. Add and format sparkline charts to columns.
4. Work with large worksheets and make decisions using the IF function.
5. Use financial functions, data tables, and amortization schedules.
6. Work with multiple worksheets and workbooks and consolidate by linking.
7. Create a table and sort, filter and query a table.
8. Distinguish when to use relative vs. absolute referencing.
9. Use criteria to extract ranges and use database functions.
10. Perform “what-if” analysis and financial projections.
11. Apply conditional formatting and add an icon set.



TEXTBOOK: Microsoft® Office 365: Excel 2016 : Comprehensive (ISBN: 9781305870727) By Freund, Steven M.; (Shelly Cashman Series) Published by Course Technology

Software: Excel 2016

COURSE OUTLINE:

- I. Creating a Worksheet and chart
 1. Entering text/numbers/formulas
 2. Using the fill handle
 3. Formatting a worksheet
 4. Adding a Pie hart
 5. Changing sheet tab names
 6. Using autocalc
 7. Printing a worksheet

- II. Formulas, Functions, and Formatting
 1. Using flash fill
 2. Entering Formulas
 3. Using AVE, MAX, MIN functions
 4. Formatting with themes
 5. Using Conditional Formatting
 6. Displaying and printing formulas

- III. Working with large worksheets
 1. Financial projections
 2. What-If Analysis
 3. Creating a series
 4. Absolute vs. Relative cell references
 5. The IF function
 6. Sparkline charts
 7. Clustered column charts

- IV. Financial Functions, Data Tables, and Amortization Schedules
 1. Mortgage Payment Calculator
 2. Analyzing with Data Tables

3. Creating an Amortization Schedule
 4. Printing sections of a worksheet
 5. Protecting and Hiding
- V. Working with Multiple Worksheets and Workbooks
1. Creating a Consolidated Worksheet
 2. Date, Time and Round functions
 3. Creating custom format codes
 4. Drilling entries through multiple worksheets
 5. Formatting pie charts
 6. Linking separate workbooks
- VI. Creating, Sorting, and Querying a Table
1. Format a range as a table
 2. Use a Lookup Table
 3. VLOOKUP function
 4. Adding calculating fields
 5. Conditional formatting with an Icon set
 6. Querying using AutoFilter
 7. Using Criteria and Extract ranges
 8. Using database functions

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.

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, email the instructor 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/VPSA/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/>