



## Course Syllabus

**EDTC 5180\_\_02**

COURSE NUMBER AND SECTION

**Elaine Tenzer**

[emtenzer@swbell.net](mailto:emtenzer@swbell.net)

INSTRUCTOR

E-MAIL ADDRESS

**Advanced Excel**

COURSE TITLE

**SU 2004**

TERM

**1**

CREDIT HOURS

**WEBH**

SITE

1. Course Description: (provide details of student focus, rationale, scope, and prerequisites)  
This class is a comprehensive class on developing spreadsheets with Microsoft® Excel 2002. Students must know basic spreadsheet skills – such as entering formulas and editing worksheets – before taking this class.

2. Learning Outcomes: (goals, objectives, course outcomes, etc.) Identify any MOSTEP or professional standards that are met by each learning outcome.

After completing this course, the student will be able to create spreadsheets with embedded charts, use functions and create formulas, get external data from the web, and begin analysis such as “What-If” and financial analysis. Using Excel as a database will also be introduced.

3. Schedule of required readings, class preparations and assignments, lectures, discussions, student presentations, out-of-class assignments and exams.

### **Day One – July 12**

#### **Topics to be covered:**

Formulas, Functions, Formatting & Web Queries

To include but not limited to:

- Enter formulas - review
- Functions – AVG, MIN, MAX
- Verifying formulas using Range Finder
- Getting real time data from a Web Site
- Formatting Worksheets

### **Day Two – July 13**

#### **Topics to be covered:**

What-If Analysis, Charting and Working with Large Worksheets

- Rotating Text
- Fill Handle
- Freezing Columns and rows
- NOW function
- IF function
- 3-D Pie Charts
- Multiple sheets – rearranging, renaming
- Absolute References - & copying them
- Goal Seek

### **Day Three – July 14**

#### **Topics to be covered:**

Financial Functions, Data Tables, Amortization Schedules, Hyperlinks

- Using cell names in formulas
- PMT function
- PV function
- Creating a data table to analyze data
- Hyperlinks in workbooks
- Protect and unprotect cells
- More Fill Handle

### **Day Four – July 15**

#### **Topics to be covered:**

## Worksheet Databases and Templates

- VLOOKUP
- Using a data for to display records, etc...
- Sorting
- Filtering
- Creating Templates – good use for teachers
- ROUND function
- 3-D cell references
- Adding comments

The Missouri Show-Me Standards are addressed within the content of this course. Identification of specific standards are included within course assignments. Integration of Missouri Assessment Program (MAP) standards and grade levels will be integrated into this course when appropriate.

#### 4. Resources:

Text(s): **Microsoft Excel 2002 - Complete Concepts and Techniques**

Supplemental Readings: (list and indicate how these are to be used)

Audio-visual/other:

5. EVALUATION: (basis of evaluation with explanation regarding the nature of the assignment and the percentage of the grade assigned to each item below)
  - a) Term Paper(s)
  - b) Examination(s)
  - c) Class presentation(s)
  - d) Curriculum project
  - e) Class Participation
  - f) Other

**Each in class project will be worth 10 points. Each homework assignment is worth 15 points.**

**Class attendance and participation is mandatory.**

6. Supplements (study guide, sample tests, project outlines may be attached.) Please list.
7. 3 Hour Courses: Students taking an 8 week course for 3 credit hours will complete the following additional assignments and/or attend the following additional class meetings:
  - a) Lab
  - b) Curriculum Project
  - c) Paper(s)
  - d) AV Project
  - e) Other
8. FINAL PROJECTS: Final projects/papers will be returned to students in the following manner:
  - Projects/Papers will be returned during the last meeting period.
  - Students should provide a self-addressed stamped envelope (appropriate size and postage) to the instructor so project/paper can be returned.
  - Other (explain)

**NOTE; Papers will not be available for pick up from the School of Education Office.**

- This syllabus is subject to change at the discretion of the instructor.
- Regular class attendance is required.