

# SPREADSHEETS

**INSTRUCTOR:** Mrs. Carol Young

**PLANNING PERIOD:** 10:30 – 11:30

## **COURSE GOALS**

- ✓ To allow the student to explore in-depth the features of Excel
- ✓ To apply these features in the context of business case studies and spreadsheet scenarios
- ✓ To perform or support business uses of the spreadsheet package
- ✓ To Create Web Pages using Excel
- ✓ To link Excel to Word
- ✓ To expand the student's use of computer software technology

## **COURSE CONTENT**

Introduction to Spreadsheets	1 – 2 weeks
Spreadsheet Basic	3 – 6 weeks
Advanced Uses of Spreadsheets	7 – 8 weeks

## **EVALUATION PROCEDURES**

Class work counted equally, spreadsheet projects and tests counted as a double grade.

## **SPECIAL COURSE REQUIREMENTS**

Keyboarding is a required prerequisite for this course. You must have passed keyboarding in order to take this course.

Since this is a computer course, all computer work will be done in class, student attendance is very important. Students should arrange with the teacher to make up any work missed. Also, a signed computer ethics contract must be on file before a student will be allowed on the computer.

Twice a week students will be assigned a short assignment to test their understanding of the subject matter.

## **MATERIALS**

Textbook – *Microsoft Excel 2000 Comprehensive Concepts and Techniques*, Shelly, Cashman, and Quasney

Supplies – Notebook, notebook paper, pen or pencil

Students will be assigned a textbook by property receipt. Since all computer work must be done in class, it is expected that the textbooks remain in class. It is the student's responsibility to pick up their book each day.

## **CLASSROOM PROCEDURES**

Classroom behavior, student absences, and tardiness to class are outlined in the Student Handbook. This class will follow the procedures in the Student Handbook. We will follow the Meade High School Academic Honesty Policy as stated on the form that all students are to sign.