



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
MULANAY CAMPUS
Mulanay, Quezon

College of Business
Name of College

Bachelor in Office Administration
Course/Department

1.0 Course Title: Electronic Spreadsheet with Laboratory

2.0 Course Code: OFAD 3113

3.0 Course Credit: 3 units (3 hrs.)

4.0 Course Description

This course is designed to develop skills with the use of electronic spreadsheet. It is created to facilitate the use of the most popular electronic spreadsheet program for students who have completed the Introduction to IT course. Students should also understand enough about inevitable technological change to help you plan for your success.

5.0 Pre-requisites Course/s: OFAD 3073

6.0 Vision and Mission Statements of the University

7.0 Goals of the College

8.0 Objectives of the Program

9.0 Course Objectives

- A. Encourage students to develop further as autonomous users of ICT.
- B. Know the fundamental concepts and development in computer-based computing with the aid of spreadsheet software.
- C. Develop skills in solving business problems with the use of Microsoft Excel.
- D. Use text, values, formulas, and functions to create accurate spreadsheets efficiently
- E. Isolate constants which are variable in nature so that a change in the variable results in immediate recalculations in the formula area without editing formulas based upon changes in the data.
- F. Select appropriate ranges of data which can then be used to produce charts of various types which graphically portray numerical data in the form of percentages, trends, or comparisons.
- G. Recognize the importance of using Excel Database in the emerging world of Information Technology.
- H. Develop creative and independent learning strategy to further utilize the inputs and relate them necessarily to become productive future professionals.

- I. Appreciate the use and importance of using ICT based instructional materials and develops oneself on how to become responsible citizen and information users.

10.0 COURSE CONTENTS

OUTLINE	NUMBER OF HOURS
UNIT 1: INTRODUCTION TO ELECTRONIC SPREADSHEET	1.5
1.1 Definition	
1.2 Features	
1.3 Uses	
1.4 History	
UNIT 2: THE MICROSOFT EXCEL PROGRAM	10.5
2.1 Starting Excel Program, Excel Screen and Toolbars, Closing Excel Program	
2.2 Entering Different Types of Data and Editing Entries	
2.3 Working with Worksheets	
2.4 Saving a Workbook	
2.5 Opening a Workbook File	
2.6 Previewing and Printing Worksheets	
2.7 Organizing a Workbook	
2.7.1 Renaming Worksheets	
2.7.2 Inserting or Adding Worksheets	
2.7.3 Deleting Worksheet/s	
2.7.4 Moving Worksheet within a Workbook	
2.7.5 Copying a Worksheet within a Workbook	
2.8 Application Exercises	
UNIT 3: CREATING NEW WORKBOOKS	15
3.1 Creating New Workbook from the Menu Bar and from New Button	
3.2. Selecting Cells, Ranges and Other Cell Elements	
3.3 Working with Worksheet Data	
3.4 Entering Labels and Values/ Pointers on Entering Labels & Values	
3.5 Dealing with Spillovers	
3.6 Editing the Worksheet	
3.6.1 Erasing Cells	
3.6.2 Inserting or Deleting Cells or Range of Cells	
3.7 Moving and Copying Data	
3.7.1 Drag and Drop	
3.7.2 Cut, Copy and Paste	
3.8 Application Exercises	
MIDTERM EXAMINATION	
UNIT 4: MODIFYING AND ENHANCING A WORKSHEET	6.5
4.1 Working with Columns and Rows	
4.2 Applying Text Format	
4.3 Applying Number Format	
4.4 Aligning Worksheet Data	
4.5 Formatting Cells	

4.6 Inserting Graphics	
4.7 Application Exercises	
UNIT 5: FORMULAS AND FUNCTIONS	6
5.1 Creating a Formula	
5.2 Using Mathematical Operators	
5.3 Copying Formulas	
5.4 Cell Referencing	
5.5 Performing Calculations Using Functions	
5.6 Application Exercises	
UNIT 6: CREATING EXCEL CHARTS	4.5
6.1 The Excel Chart	
6.2 Formatting Charts	
UNIT 7: CREATING EXCEL DATABASES	10
7.1 The Excel Database	
7.2 Using the Data Form	
7.3 Sorting Data on a List	
7.4 Filtering a List	
7.5 Application Exercises	
PROJECT PRESENTATION (Journalizing, Ledger, Financial Statements Creating Electronic Worksheet)	
FINAL EXAMINATION	
TOTAL NUMBER OF TEACHING LEARNING HOURS	54

11. COURSE REQUIREMENTS:

- 11.1 Hands-on Activities/Exercises
- 11.2 Class Recitations
- 11.3 Assignments
- 11.4 Quizzes
- 11.5 Mid-Term and Final Examinations
- 11.6 Completion/Submission of Project/Activities

12. EVALUATION TECHNIQUES:

Written and interactive quizzes and examinations, actual computer operation, hands-on exercises.

13. COURSE GRADING SYSTEM:

Midterm and Final Term Examination	30%
Quizzes (Hands-on/Interactive)	25%
Individual Exercises/Hands-on	35%
Class Participation/ Attendance	10%
TOTAL	100%
Final Rating	
First Grading	50%
Second Grading	50%
	100%

14. Suggested Teaching Methodologies/Strategies

Lectures, discussion, oral reports, hands-on, develop and use interactive instructional materials.

15. Suggested Learning Activities

Hands-on using suitable activities/exercises. Keyboarding exercises and document productions techniques.

15.1 GENERAL RULES:

1. Laboratory rules should be followed generally to insure security of all computer units.
2. Strict implementation of university policies and guidelines should be followed at all times.

16. REFERENCES:

16.1 TEXTBOOKS:

- MS Excel 2000 Formulas by J. Walkenback Oct. 1999
Using MS Excel 97 by B. Halberg et. al.
Mastering MS Excel 2000 Advanced by H. Napier May 1999
Electronic Spreadsheet and Database Creation & Management A. R. Peñaflorida et. al.
The Computer Knowledge Book, Microsoft Excel by Tokunbo "Michael" Osilaja, Copyright 2004.

16.2 WEB/URL:

- Electronic Spreadsheet. Retrieved November 2011 from <http://sili.adnu.edu.ph/~philmark/EDP15/Calc%20Lecture.pdf>
About.com. Basic Excel 2010 Spreadsheet Tutorial. Retrieved November 2011 from <http://spreadsheets.about.com/od/excelformulas/ss/2010-12-25-excel-2010-basic-tutorial-pt1.htm>
Microsoft. Getting started with Excel 2010. Retrieved November 2011 from <http://office.microsoft.com/en-us/excel-help/getting-started-with-excel-2010-HA010370218.aspx>

Prepared by:

ABEL L. PELANDIANA
PUP Mulanay
Second Semester 2011 - 2012

Approved by:

Dr. ADELIA R. ROADILLA
Director and Head, Academic Programs