

CASPER COLLEGE COURSE SYLLABUS  
**ENTK 1060 Excel Technical Applications**

**Semester/Year: Fall 2015**

**Lecture Hours: 3**

**Credit Hours: 3**

**Class Time:4:00-5:30**

**Days: Monday and  
Wednesday**

**Room: GW 107**

**Instructor's Name: Paul Brutsman**

**Instructor's Contact  
Information:**

**Office Phone: 307 268-2529**

**Email:  
pbrutsman@caspercollege.edu**

**Office Hours:** Monday and Wednesday 12:00 p.m. - 1:00 p.m. and 5:30 p.m. – 6:00 p.m.  
Tuesday 12:00 p.m. 12:30 p.m. and 3:15 p.m. -3:30 p.m.  
Thursday 12:00 p.m. – 12:30 p.m. and 3:15 p.m. -4:00 p.m.

**Course Description:** This course will focus on the technical application of Microsoft Excel and its use in an engineering/drafting office environment. Students will learn productivity tools in Excel and explore how to integrate Excel with computer aided drafting software to increase productivity.

**Statement of Prerequisites:** There are no prerequisites for this course

**Institutional Outcomes:**

- Demonstrate effective oral and written communication
- Use the scientific method
- Solve problems using critical thinking and creativity
- Demonstrate knowledge of diverse cultures and historical perspectives
- Appreciate aesthetic and creative activities
- Use appropriate technology and information to conduct research
- Describe the value of personal, civic, and social responsibilities
- Use quantitative analytical skills to evaluate and process numerical data

**Program Goals:** The goal of the Drafting & Design department is for students to obtain an education and practical skill development that promotes lifelong learning and insures student success in a career in Drafting & Design or an allied field within Engineering Technology.

**Course Goals:** To educate the student in the use of Excel in the field of computer aided drafting and engineering

**Course objectives:**

- Teach students how to use Excel in their daily work environment
- Teach students how to increase daily productivity using Excel
- Educate the student on the many productivity tools available in Excel
- Educate the student on using SolidWorks, PowerPoint and Excel together as a design tool

**Methodology:** Practical application of key concepts. The course will consist of instructor lead examples of key concepts followed by student application. Students will be given assignments that reflect industry examples of Excel in a daily work environment.

**Evaluation Criteria:**

Homework and Quizzes	70%	A= 90-100%
Tests	20%	B= 89-80%
Presentation	10%	C= 70-79%
		D= 60-69%
		F= <59%

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Required Text, Readings, and Materials:** John Walkenbach, Excel 2010 Formulas, Wiley

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:**

Refer to Casper College Catalog for the deadline to withdrawal or drop the course. Students must notify the instructor and receive a signature in order to drop the course, or a grade of F will be recorded.

Late assignments will not receive full credit. After two class periods the assignment will not be accepted.

It will be important to keep all notes and class assignments. You will need these as a reference throughout the semester so bring them with you to class.

The schedule shown below is only a guide. We may deviate from that shown below so be sure to contact me if you know in advance that you will not be attending class.

Cell phone use in the classroom is reserved for emergency purposes only. Please set all phones to vibrate and excuse yourself from the classroom if use is necessary.

No ipod or other electronic devices shall be used during lecture

Computers are to be used for classroom work only. No games, FaceBook, email, etc.

Students missing 5 classes will be given the choice of taking an "F" for the class, withdrawing from class or changing to an audit and continue to participate.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are

responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

## Course content:

<b><u>Week</u></b>	<b><u>Subject</u></b>
Week 1	Excel user interface Cell formatting, Use print preview before printing! Homework - Student Schedule Assignment
Week 2	Formulas Homework – Read Chapter 2 Homework – Quiz Summary
Week 3 and 4	Formulas Cont', Naming Cells, Absolute vs Relative, CONVERT Homework – Part Inventory Homework – Gas Mileage Homework – Unit Conversions
Week 5	Logical statements – IF AND OR IF, COUNTIF, Conditional Formatting, Nested IF, IF(AND), IF(OR) Homework – IF, COUNTIF and Conditional formatting
Week 6	Creating, Sorting and Filtering Lists. Forms - Tables
Week 7	Pivot Tables
Week 8	Pivot Tables
Week 9	Pivot Tables
Week 10	Charts – Column and Pie
Week 11	MIDTERM
Week 12	Charts – Line and Scatter
Week 13	Economics -Time value of money
Week 14	Design Tables in SolidWorks
Week 15	Dates in Excel
Week 16	Importing and Exporting Data .txt, csv, html, .docx, .pptx

**SCHEDULE SUBJECT TO CHANGE**