



Eastern Technological College Dual Language Syllabus (EDL)

Computer Department

	Term	<u>1</u>	Year	<u>2021</u>
Subject Code	<u>Sup. 101</u>	Course Name	<u>Computer Supplemental (Basic Excel)</u>	CODE <u>5401, 5501, 5601</u>
Study Hours	<u>2</u>	Hours/week		Unit <u>2</u> Credit
Level	<u>Vocational</u>	Year	<u>1</u>	Department <u>Automotive and Mechanic</u>

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Course Objectives:

1. To have better understanding on English typing and Microsoft Excel Office 2016 program.
2. To enhance operational skills in the use of computers, effective keyboarding and calculation skills.
3. To learn the basic calculation using functions and formulas in Microsoft Excel 2016.

Course Competency:

1. Demonstrate knowledge of touch typing using the English keyboard.
2. Show proficiency in keyboarding using the English keyboard and calculation using Microsoft Office 2016 program.
3. Demonstrate knowledge on basic functions and formulas in Microsoft Excel 2016 application program.

Course Description:

Study and practice about the principles of touch typing in English. Proper keyboarding on alpha-numeric keys and symbols. Typing sentences, calculations and functions in Microsoft Excel 2016 program. Create forms, reports, and tables using the basic functions and formulas in Microsoft Excel 2016.

Week	Course Content
1	Introduction to Computer keyboard and controls
2	Basic Keyboarding Skills
3	Getting Started with Microsoft Excel 2016
4	Using Data Types in a Worksheet
5	Formatting Cells and Ranges
6	Formatting Cells and Ranges (continuation)
7	Using Basic Formulas
8	Using Basic Formulas (continuation)
9	<b>MIDTERM EXAMINATION</b>
10	Using SUM Function
11	Using SUM Function (Practice)
12	Using AVERAGE Function
13	Using AVERAGE Function (Practice)
14	Using MIN and MAX Functions

Week	Course Content			
15	Using MIN and MAX Functions (Practice)			
16	Calculation using COUNT, COUNTA, and COUNTBLANK FUNCTIONS			
17	Calculation using COUNT, COUNTA, and COUNTBLANK FUNCTIONS (Practice)			
18	<b>FINAL EXAMINATION</b>			
<b>EVALUATION</b>				
Grading System		Percentage of Total Score		
No. 1	Basic Keyboarding skills (positioning of fingers on keyboard)	Score	5	%
No. 2	Form Creation using MS Excel 2016	Score	5	%
No. 3	Table creation using Add, Subtract, Multiply, Divide and Basic functions	Score	5	%
No. 4	Table creation using Sum and Average functions	Score	5	%
No. 5	Table creation using Min and Max functions	Score	5	%
No. 6	Table creation using Count and CountA functions	Score	5	%
No. 7	Table creation using CountBlank functions	Score	5	%
No. 8	<b>Midterm Examination</b>	Score	15	%
No. 9	<b>Final Examination</b>	Score	20	%
Academic Conduct and Discipline		Percentage of Total Score		
	- Attendance Policy ( <i>student is expected to come to every class on time 1 point per day</i> )	Score	10	%
	- Academic Integrity ( <i>showing honesty and creativity in Exams, Homeworks and Quizzes</i> )	Score	5	%
	- Classroom Etiquette ( <i>no using of mobile phones, showing respect to classmates and teacher</i> )	Score	5	%
	- Class Participation ( <i>students are expected to participate class discussions and work group</i> )	Score	10	%
<b>TOTAL SCORE</b>			<b>100</b>	%
Absence Policy				
Absence of no more than <b>8</b> period (20 % of total study time)				
Name of Instructors				
Teacher Pongsathon Ponthason				
Teacher Jennifer Firat				