



Eastern Technological College Dual Language Syllabus (EDL)

Computer Department

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|--------------|-------------------|-------------|--|---|
| | 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, 5101</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> |

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 | MIDTERM EXAMINATION |
| 9 | MIDTERM EXAMINATION (PRACTICAL) |
| 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 | FINAL EXAMINATION | | | |
| EVALUATION | | | | |
| 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 | Midterm Examination | Score | 15 | % |
| No. 9 | Final Examination | 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 | % |
| | | TOTAL SCORE | 100 | % |
| Absence Policy | | | | |
| Absence of no more than 8 period (20 % of total study time) | | | | |
| Name of Instructors | | | | |
| Teacher Pongsathon Ponthason | | | | |
| Teacher Jennifer Firat | | | | |