

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA - MA1
DURATION: September - October 2016
DAY(S): Mondays
MODE: Full-time
COMPONENT: MS Excel Short Course
LECTURER: Mr. Norman Lum-Hee
CAMPUS: Champs Fleurs

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/ Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class
1	Mon	5-Sep-16	1:00pm - 4:00pm	3	3	FIA MA1 Interactive Text - Chapter 9. Topics 1, 2 & 3	Lab	The use of Spreadsheets; Useful Spreadsheet skills; Security issues; Spreadsheet formulae; Entering and formatting dates; Formulae with conditions	Interactive text - Chpt 9		What is Excel and How is it used	N/A
2	Mon	12-Sep-16	1:00pm - 4:00pm	3	6	FIA MA1 Interactive Text - Chapter 9. Topics 3 & 4	Lab	Copying and pasting formulas; Relative and Absolute references; Identifying and correcting errors in formulae	Interactive text - Chpt 9		Proficiency in Worksheet and Workbook basics.	N/A
3	Mon	19-Sep-16	1:00pm - 4:00pm	3	9	FIA MA1 Interactive Text - Chapter 10. Topics 1, 2	Lab	Charts, graphs & tables; using Excel to produce charts and Line Graphs	Interactive text - Chpt 10		Formulas & Functions basics	N/A
4	Mon	26-Sep-16	1:00pm - 4:00pm	3	12	FIA MA1 Interactive Text - Chapter 10. Topics 3 & 4	Lab	Formatting charts and customising individual elements; using Spreadsheets with word processing software; Creating and maintaining links between spreadsheets	Interactive text - Chpt 10		Proficiency in Essential and some advanced formatting techniques	N/A
5	Mon	3-Oct-16	1:00pm - 4:00pm	3	15	FIA MA1 Interactive Text - Chapter 10. Topics 5, 6 & 7	Lab	Three dimensional spreadsheets; Uses of spreadsheets by management accountants; factors influencing spreadsheet design	Interactive text - Chpt 10		How to sort and filter data. Limit the appearance of data on screen	N/A
6	Mon	10-Oct-16	1:00pm - 4:00pm	3	18	FIA MA1 Interactive Text - Chapter 10. Topics 8 & 9	Lab	Printing and proofing - Orientation, fit to size gridlines, headers, etc; Advantages and disadvantages of spreadsheets	Interactive text - Chpt 10		How to present data in charts for presentation, How to choose specific types of charts.	N/A

Key / Legend

Lt = Lecture T=Tutorial Lb = Lab EP = Exam Prep

Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed.

Date syllabus last modified: January 2016