WASHTENAW COMMUNITY COLLEGE

COURSE AND SYLLABUS FORM

Syllabus Cover Sheet

Course Discipline Code & No: BOS 183 **Title:** Spreadsheet Software Applications **Effective Term** 200408

Division Code: BCT **Department Code:** BOSD **Org #:** 13300

Don't publish: ☐ College Catalog ☐ Time Schedule ☐ Web Page

Reason for Submission. Check all that apply.

- ☐ New course approval
- ☐ Five-year syllabus review (Attach assessment results.)
- ☐ Major change
- ☒ Minor change (Corrections, editing, clarification)
- ☐ Reactivation of inactive course
- ☐ Inactivation (Submit this page only.)

Change information:

Minor changes

- ☐ Course discipline code & number (was _____) (when changing course number, select "inactivation" to discontinue the old course.)
- ☐ Course title (was _____)
- ☒ Course description
- ☐ Course objectives (minor changes)

For major changes, consultation with all departments affected by this course is required. Attach "course use in programs" report from Curriculum Database for Faculty.

Major changes (reviewed by Curriculum Committee.)

- ☐ Credit hours (credits were: _____)
- ☐ Total Contact Hours (total contact hours were: _____)
- ☐ Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
- ☐ Pre or co-requisites
- ☐ Distance Learning section approval
- ☐ General Education Distribution Course: Add ☐ Remove ☐
- ☐ Honors section approval
- ☐ Change in Grading Method
- ☐ Objectives
- ☐ Other _____

Rationale for course or course change

1. **Assessment-based:**
2. **Non-assessment-based:** The BOS Department wishes to refine the course description.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson ☐ New resources needed ☐ All relevant departments consulted

Print: Eleanor Charlton (Faculty/Preparer) Signature: Eleanor Charlton Date: 10/13/03

Print: Eleanor Charlton (Department Chair) Signature: Eleanor Charlton Date: 10/13/2003

Division Review by Dean ☐ Request for conditional approval

Recommendation ☒ Yes ☐ No _____ (Dean's/Administrator's Signature) 3/24/04 (Date)

Curriculum Committee Review

Recommendation _____

☐ Tabled ☐ Yes ☐ No _____ (Curriculum Committee Chair's Signature) _____ (Date)

Vice President of Instruction Approval

Approval ☒ Yes ☐ No _____ (Vice President's Signature) 3/25/04 (Date)

Do not write in shaded area.

ACS Code _____ **Entered in: Banner** — **C&A Database** 3/24 **Log File** 3/24 fz

Approved for General Education Area/Group _____ **Syllabus Date** _____ **Basic skills table updated** ☐ **Contact fee** ☐

Please return completed form to the Office of Curriculum & Articulation Services.

WASHTENAW COMMUNITY COLLEGE

COURSE AND SYLLABUS FORM

Course Discipline & No.:_____ **Title:** _____

Credit hours: _____
If variable credit, give range:

_____ to _____ credits

Instructor contact hours per semester:

Lecture: _____
Lab: _____
Clinical: _____
Practicum _____
Other: _____ _____
Total contact hours: _____

Class capacity:

_____

Standard capacity is 30 students unless otherwise specified in the Master Agreement.

Grading options:

☐ P/NP (limited to clinical & practica)
☐ S/U (for courses numbered below 100)
☐ Letter grades

Prerequisites. Select one:

☐ College-level Reading & Writing
☐ Reduced Reading/Writing Scores
COMPASS Reading _____
COMPASS Writing _____
☐ No Basic Skills Prerequisite
(College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

	Course/Test	Grade/Score	Concurrent Enrollment
	_____	_____	☐
☐ and ☐ or	_____	_____	☐
☐ and ☐ or	_____	_____	☐
☐ and ☐ or	_____	_____	☐

Corequisites (must be enrolled in this class also during the same semester):

_____
_____

Level II (enforced by instructor on first day of class)

	Course	Grade/Score
	_____	_____
☐ and ☐ or	_____	_____
☐ and ☐ or	_____	_____
☐ and ☐ or	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

☐ and ☐ or ☐ Instructor consent required
☐ and ☐ or ☐ Admission to program required
Program _____
☐ and ☐ or ☐ Other (please specify):
_____

Please send syllabus for transfer evaluation to:

☐ EMU
☐ UM
☐ _____
☐ _____
☐ _____
☐ _____

Instructional mode

☐ On campus
☐ Online
☐ Blended (online and on-campus combined)
☐ ITV
☐ Other

Course Options

General Education Group I
(Select one area)

☐ Writing ☐ Nat. Sci.
☐ Speech ☐ Soc./Behav/ Sci.
☐ Math ☐ Arts/Hum.

Courses must meet all criteria.

☐ 1. Is a standard introductory course in the discipline
☐ 2. Has a verified transfer acceptance
☐ 3. Meets the critical thinking requirement
☐ 4. Assesses academic achievement
☐ 5. Covers minimum knowledge/skills

Honors section. Not all criteria are required. Check relevant items.

☐ 1. Emphasis on primary source materials
☐ 2. Emphasis on independent study/research
☐ 3. Greater rigor of course materials
☐ 4. Interdisciplinary approach
☐ 5. Development of critical thinking skills
☐ 6. Additional course objectives
☐ 7. Additional instructional methods
☐ 8. Satisfaction of the service component

List all new resources needed for course, including library materials.

WASHTENAW COMMUNITY COLLEGE

COURSE AND SYLLABUS FORM

Syllabus

Course discipline code & number	Course title	Credit hours

Course description Brief statement of the purpose and content of the course	This course teaches spreadsheet concepts and applications using Microsoft Excel in a Windows operating system. Skills and concepts include creating, formatting and editing a worksheet; entering formulas and using Excel functions; preparing charts; creating templates, workbooks, and Web pages; creating and using macros; sorting and filtering worksheet databases; and creating data maps and pivot tables. Applying spreadsheet concepts and functions to business environments is stressed. To be successful in this class, students should be familiar with Windows and have keyboarding skills of at least 25 wpm.
Course outcomes List brief statements that indicate what students will know and be able to accomplish as a result of taking the course. Indicate how these outcomes will be assessed for NCA assessment of student achievement.	**Outcomes** — **Assessment Method**
Content outline List in sequence the instructional units/modules/clusters of related topics that will be taught, and indicate the major instructional objectives for each unit. Indicate methods that will be used in each unit to evaluate student work for grading.	**Unit and Unit Objectives** — **Evaluation Method**

Student Materials

List examples of types		**Estimated costs.**
Texts Supplemental reading Supplies Uniforms Equipment Tools Software		$

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

☐ Level I classroom
Permanent screen & overhead projector

☐ Level II classroom
Level I equipment plus TV/VCR

☐ Level III classroom
Level II equipment plus data projector, computer, faculty workstation

☐ Off-Campus Sites
☐ Testing Center
☐ Computer workstations/lab
☐ ITV
☐ TV/VCR
☐ Data projector/computer
☐ Other _____

Office of the Vice President
Instruction and Student Services

APPROVAL FORM
MAXIMUM CLASS CAPACITY EXCEPTION

Please indicate the type of maximum class capacity exception.

1. ☐ Situational Exception 2. ☐ Phased Exception 3. ☒ Long-Term Exception

Part A: COURSE INFORMATION

Disc/Num: BOS 183 Course Title: Spreadsheet Software Applications

Site and/or location: BE 276, BE 280, BE 282

Part B: RECOMMENDED MAXIMUM CLASS CAPACITY

1. Lecture maximum class capacity 24
2. Laboratory maximum class capacity 24
3. Clinical maximum class capacity ____
4. Practicum (e.g., Co-op, Intern/Externship) maximum class capacity ____

EFFECTIVE TERM(S) Fall 2003

Part C: RATIONALE (Attach additional sheets as needed)
Computer Labs in the Business Education Building are limited to 24 workstations.

Signatures:

_____ Date: _____
Faculty member/Department Chair

_____ Date: _____
Dean

Part D: APPROVAL

____ Approved
____ Returned (Additional information is needed to support the recommendation)
____ Not Approved because:

Signature: _____ Date: _____
Vice President, Instruction and Student Services

CC: Dean and Department Chair

WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

BOS 183

For help screens, select a field and press F1

SECTION I. SUBMISSION INFORMATION

1. **Course:** (Enter proposed discipline, number & title here.)
Discipline/No: BOS 183 **Title:** Spreadsheet Applications **Start Term** Fall 2003
Banner allows only 29 characters and spaces, for the title. Longer titles will have to be abbreviated.

Division Code: BUS Department Code: BOS Org #: 13300 Don't publish: ☐ in College Catalog ☐ in Time Schedule ☐ on Web Page

2. **Type of Approval:** (applies to both new courses and changes)
- ☒ Full Approval
- ☐ Conditional Approval

☐ This proposal previously received conditional approval for the term: _____

3. **Reason for Submission:** This Course is being submitted for: (check all that apply)
- ☐ New Course Approval (Skip 4 and go directly to 5.)
- ☐ Five-year Syllabus Review ☐ No changes to course (Submit complete syllabus)
- ☒ Major Change(s) (Submit complete syllabus)
- ☐ Minor Change(s)* (For fully approved courses, submit revised sections only.)
- ☐ Reactivation of Inactive Course
- ☐ Inactivation (Submit this page only.)

*If requesting a change to a course that has conditional approval, please submit a complete syllabus.

4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

Minor Changes
- ☐ Course Discipline/Number (was _____)
- ☐ Course Title (was _____)
- ☐ Course Description
- ☐ Class Capacity (was: ____)
- ☐ Pre or Co-requisites
- ☐ Course Objectives (minor changes)
- ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____)
- ☐ Other _____

Major Changes (will be reviewed by Curriculum Committee.)
- ☒ Credit hours (credits were: 2)
- ☐ Change in Grading Method
- ☒ Total Contact Hours (total contact hours were: _____)
- ☐ Approval for offering an Honors Section (Attach Approval Form.)
- ☐ Approval for offering Distance Learning Sections (Attach Distance Learning Approval Form)
- ☐ General Education Distribution Course: Add ☐ Remove ☐ (Attach General Education Course Approval Form)
- ☐ Pre or Co-requisites (that affect other departments)

5. **Rationale:** (for new course or course change) Changes are are being made in response to data from Assessment: yes ☐ no ☒
More jobs now require deeper spreadsheet knowledge than before. Many spreadsheet features have been expanded or added to the software. Therefore, an increase in credit hours is necessary to teach new features of the software.

SECTION II. SIGNATURES

1. **Department Review** (To be completed by department chair)
Will any new resources be required? No, none anticipated ☒ Yes ☐ (If yes, attach list with projected costs)
You must consult all departments that may be affected by this course. List departments contacted below and attach relevant documents.

CIS and ACC/BMG

Does the department support approval of this course? ☒ yes ☐ no (if no, initial and return to preparer with rationale.)

Print: Lynn Allison (Faculty/Preparer) Signature: Lynn M. Allison Date: 2/03/03

Print: Eleanor Charlton (Department Chair) Signature: Eleanor Charlton Date: 2/04/03

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return to department with rationale.)
Is this a curricular priority for your division? ☒ yes ☐ no (Comment: _____)
What is the estimated enrollment? 70 per semester

Recommendation ☒ Yes ☐ No _____ (Dean's/Administrator's Signature) Date 4/3/03

3. **Curriculum Committee Review** (Attach additional comments if necessary and forward to Executive Vice President.)
Recommendation ☒ Yes ☐ No _____ (Curriculum Committee Chair's Signature) Date 4.17.03

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)
Approval ☒ Yes ☐ No _____ (Vice President's Signature) Date 4/21/03

ACS Code _____ Entered in Banner 4/22 Entered in Access _____ Log File 4/22

Approved for General Education Area/Group _____ Syllabus Date _____

WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

For help screens press F1.

SECTION III. COURSE SYLLABUS

A. COURSE DETAILS (Start with #1.)

Discipline & No.: BOS 183 **Title:** Spreadsheet Applications

Course and title will automatically appear above upon saving or previewing

1. **Description:** (Please be brief. Explain acronyms if used.)

This course teaches spreadsheet concepts and applications in a Windows operating system. Skills and concepts includes creating, formatting and editing a worksheet; entering formulas and using spreadsheet functions; preparing charts; creating templates, workbooks and Web pages; creating and using macros; sorting and filtering worksheet databases; and creating pivot tables. The application of spreadsheet concepts and functions to business environments is stressed.

2. **Credit Hours:** 3
   If Variable credit, Give Range: ____ to ____ credits
   If repeatable for credit, how many times ____

3. **Contact Hours per Semester:**
   Lecture: 45
   Lab:
   Clinical:
   Other:
   Total Contact Hours: 45

4. **Class Capacity:** 24
   (If nonstandard, attach Class Capacity Exception form.)

5. **Course Options:**
   ☐ Distance learning (Attach DL Form)
   ☐ Honors (Attach Honors Addendum.)
   ☐ P/NP Grading

6. **Prerequisite(s)**

and/or	"("	Course	Min Grade	*Concurrent Enrollment	Test Name	Min. Score	")"	**Level I	II
				☐				☐	☐
☐	☐			☐				☐	☐
☐	☐			☐				☐	☐
☐	☐			☐				☐	☐
☐	☐			☐				☐	☐
☐	☐			☐				☐	☐
☐	☐			☐				☐	☐
☐	☐			☐				☐	☐

Other Prerequisites

Consent Required ☐

7. **Corequisites:** (limit of 2)

* Can take prerequisite before or concurrently with this course.
**Level I is enforced in Banner; Level II is enforced by instructor on 1st day of class.

8. **Course Purpose:**
   ☒ Program Requirement
   ☐ General Education
   ☒ Program Support
   ☐ Basic Skills/Developmental
   ☒ Transfer
   ☒ Industry/Professional Dev
   ☒ Enrichment

If a program requirement, specify the program(s)
APAATD
CTCSSC
APMSS
CTACC
APACCT

Please send syllabus for Transfer evaluation to:
☐ EMU
☐ UM
☐
☐
☐
☐

Accepted for transfer: (attach documentation)
☐ EMU
☐ UM
☐
☐
☐
☐

9. **Terms Course will be offered:**

Terms	Session Length (e.g. 15 weeks, 1st 7½ weeks, etc.)	Day	Eve	Even years only	Odd years only
☒ Fall	15	☒	☒	☐	☐
☒ Winter	15	☒	☒	☐	☐
☒ Spr/Summer	7 1/2 and 10	☒	☒	☐	☐

B. MAJOR INSTRUCTIONAL UNITS

A major instructional unit is a grouping of topics that naturally relate to one another. Add additional numbers as needed. (This section is unprotected so that you can cut and paste from other documents.

1. Getting Started with a Workbook
2. Creating a Workbook
3. Using Editing and Formatting Tools
4. Working with Cells, Columns, Rows, and Sheets
5. Using Simple Formulas and Functions
6. Using Logical and Financial Functions

7. Using Advanced Functions and Hyperlinks
8. Building Charts
9. Adding Design Elements
10. Working with Multiple Worksheets and Lists
11. Working with Range Names
12. Using and Building Templates
13. Working with Macros
14. Using Auditing Tools
15. Using What-If Analysis
16. Using Data Consolidation and Linking
17. Using Workgroup Features
18. Using Data from Other Sources
19. Using Lists and Database Features
20. Using Data and PivotTables

C. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Use student outcomes-based language. (Example: Upon visiting a gravel pit students will observe, analyze and describe in one page the weathering processes.) Units should match those listed in Section B.

(This section is unprotected. You may cut and paste from other documents as needed.)

Unit #1 Getting Started with a Workbook

1. The student will open a workbook and identify different parts of the workbook screen.
2. The student will move between worksheets and go to a specific cell.
3. The student will scroll through a worksheet and change the zoom size.
4. The student will replace, edit, and clear cell contents.
5. The student will preview, print, and exit the workbook.

Unit #2 Creating a Workbook

1. The student will modify column width and row height.
2. The student will enter dates and values, and apply number formats.
3. The student will rename a worksheet and change the tab color.
4. The student will enter basic formulas and save a workbook.
5. The student will use AutoSum and AutoCalculate.

Unit #3 Using Editing and Formatting Tools

1. The student will copy formulas using AutoFill.
2. The student will create month and week series.
3. The student will apply AutoFomats.
4. The student will set headers and footers.
5. The student will print worksheets with gridlines, row and column headings.
6. The student will use find and replace to replace data and functions in formulas.

Unit #4 Working with Cells, Columns, Rows, and Sheets

1. The student will insert, move, and delete worksheets.
2. The student will insert and delete cells, rows, and columns.
3. The student will add labels using AutoComplete and Pick From List.
4. The student will hide, unhide, freeze, and unfreeze rows and columns.
5. The student will change the horizontal and vertical cell alignment.
6. The student will use merge and center, and center across selection.

Unit #5 Using Simple Formulas and Functions

1. The student will create a workbook from a template.
2. The student will create addition, subtraction, multiplication, and division formulas.
4. The student will use math and statistical functions.
5. The student will use relative, absolute, and mixed references.

Unit #6 Using Logical and Financial Functions

1. The student will use IF, AND, OR, and NOT functions.
2. The student will use PMT and FV functions.
3. The student will apply styles and set print titles.

Unit #7 Using Advanced Functions and Hyperlinks

1. The student will use the INT and ROUND function.
2. The student will use date and time arithmetic.
3. The student will create nested and text functions.
4. The student will create hyperlinks.

Unit #8 Building Charts

1. The student will create, edit, and format charts.
2. The student will edit chart objects and chart data.
3. The student will use images and patterns for data series.

Unit #9 Adding Design Elements

1. The student will add callouts to a worksheet.
2. The student will format drawing objects.
3. The student will insert WordArt and images from the Media Gallery.
4. The student will save a workbook as a Web page.

Unit #10 Working with Multiple Worksheets and Lists

1. The student will copy and group Worksheets.
2. The student will create a 3-D reference.
3. The student will use functions and formulas in a 3-D reference.
4. The student will sort and filter a list.
6. The student will use COUNTA in a 3-D reference.

Unit #11 Working with Range Names

1. The student will use range names for navigation and in formulas.
2. The student will modify and print range names.
3. The student will use VLOOKUP and HLOOKUP.

Unit #12 Using and Building Templates

1. The student will create and enhance a workbook template.
2. The student will use data validation and conditional formatting.
3. The student will protect a worksheet.

Unit #13 Working with Macros

1. The student will run, edit, and record a macro.
2. The student will assign a macro to a button.
3. The student will add a menu item to a toolbar.
4. The student will customize a toolbar.

Unit #14 Using Auditing Tools

1. The student will use trace precedents and dependents.
2. The student will select errors with Go To Special.
3. The student will use the Watch Window.

Unit #15 Using What-If Analysis

1. The student will create and manage scenarios.
2. The student will edit and print a scenario report.
3. The student will create a column chart and add a trendline.
4. The student will use Goal Seek and Solver.

Unit #16 Using Data Consolidation and Linking

1. The student will create a static and dynamic consolidation.
2. The student will consolidate data by using AVERAGE and MAX.
3. The student will link workbooks.
4. The student will examine, edit, and break links.
5. The student will create workspace files.

Unit #17 Using Workgroup Features

1. The student will create a shared workbook.
2. The student will track changes in a workbook.
3. The student will add comments to a shared workbook.
4. The student will display and print a change history worksheet.
5. The student will compare and merge workbooks.

Unit #18 Using Data from Other Sources

1. The student will import Word and text files.
2. The student will link Word files.
3. The student will import HTML and database files.
4. The student will export spreadsheet data.

Unit #19 Using Lists and Database Features

1. The student will create a list and apply conditional formatting.
2. The student will view, add, and edit records in a data form.
3. The student will sort data and use AutoFilters.
4. The student will create advanced filters.
5. The student will create outlines.

Unit #20 Using Data and PivotTables

1. The student will build one- and two-variable data tables.
2. The student will analyze data in a PivotTable.
3. The student will create a PivotTable report.
4 The student will use multiple functions, formulas, and custom calculations.
5 The student will create PivotTables for the Web.

D. INSTRUCTIONAL METHODS, EVALUATION CRITERIA, AND ASSESSMENT

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

☒ Lecture/Discussion	☐ Performances
☐ Clinical Instruction	☐ Group Critiques
☒ Laboratory Assignments	☐ Field Trips
☐ Internet Assignments	☐ Telecourse
☐ Computer Simulations	☐ ITV Course
☐ On-Site Work Experience	☐ Self-Paced Instruction
☐ Team Assignments	☐ Other
☐ Demonstrations	☐ Other

2. Evaluation Criteria:

☐ Attendance	☐ Quizzes
☐ Class Discussion	☒ Tests
☐ Papers	☐ Midterm
☐ Portfolios	☐ Final Exam
☐ Projects	☐ Presentations
☐ Reports	☐ Individual Performance
☐ Clinical Assignments	☐ Group/Team Performance
☒ Home Work	☐ Other

3. Assessment of Student Achievement: (Indicate methods that will be used for NCA mandated assessment of student academic achievement at the course and (if applicable) general education levels)

☒ Departmental Exam	☐ Pre-test/Post-test
☐ Follow-on Tracking	☐ Simulations
☐ Standardized Test	☐ Comprehensive Project
☐ Portfolio Assessment	☐ Other

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

☐ Lab equipment	☐ ITV Classroom
☒ Computer Lab	☐ Off-Campus Sites
☒ CD ROM's	☐ Testing Center
☒ Data Projector/Screen	☐ Other
☐ VCR	☐ Other
☐ TV Monitor	☐ Other

2. Texts: (Please indicate if no text is required.)

Title: Excel 2002 Core and Expert
Author: Kathleen Stewart Copyright Yr: 2002
Publisher: Glencoe McGraw-Hill Est. Cost: $70.00

Title:
Author: Copyright Yr:
Publisher: Est. Cost:

Title:
Author: Copyright Yr:
Publisher: Est. Cost:

Title:
Author: Copyright Yr:
Publisher: Est. Cost:

Additional Texts:

3. Supplies and/or Uniforms students will have to Acquire: (e.g. calculators, uniforms, tools, etc.)

Descriptions	Cost Estimates
Two 3.5" high-density disks	$2.00

4. Reference Materials that will be used: (e.g. journals, books, manuals, maps, LRC reserves, etc.)

Title/Name	Location

5. Computer Software that will be used:

Title/Name	Location
Microsoft Office XP	All computers in labs

6. Audio/Visual Materials that will be used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

Title/Name	Location

TENTATIVE SCHEDULE BOS 183

Three-credit Version

Week	Topics to Cover
1	Introduction Getting started with Excel
2	Creating a workbook Using editing and formatting tools
3	Working with cells, columns, rows, and sheets Using simple formulas and functions
4	Using logical and financial functions Using advanced functions and hyperlinks
5	Test Units 1-7 Building charts
6	Adding design elements Working with multiple worksheets and lists
7	Working with range names Using and building templates
8	Working with Macros
9	Test Units 8-13 Using auditing tools
10	Using what-if analysis
11	Using data consolidation and linking Using workgroup features
12	Using data from other sources
13	Using lists and database features
14	Using data and PivotTable
15	Test Units 14-20

COURSE SUMMARY

COURSE TITLE: Spreadsheet Applications **COURSE NUMBER:** BOS 183

PREREQUISITES: Keyboarding 25 wpm and familiarity with Windows

DESCRIPTION:
This course teaches spreadsheet concepts and applications in a Windows operating system. Skills and concepts includes creating, formatting and editing a worksheet; entering formulas and using spreadsheet functions; preparing charts; creating templates, workbooks and Web pages; creating and using macros; sorting and filtering worksheet databases; and creating pivot tables. The application of spreadsheet concepts and functions to business environments is stressed.

COURSE OBJECTIVES: Upon completion of this course, the student will be able to

1. Open, edit, save, and print a workbook.
2. Use AutoCorrect, AutoFill, and AutoFomat.
3. Insert and delete worksheets and cells.
4. Add labels using AutoComplete and Pick From List.
5. Build addition, subtraction, multiplication, and division formulas.
6. Use IF, AND, OR, NOT, PMT, FV, INT, and ROUND functions.
7. Create hyperlinks and nested functions.
8. Create, edit, and print charts.
9. Create a 3-D reference.
10. Use named ranges for navigation and formulas.
11. Use lookup functions.
12. Create worksheet templates and add validation and conditional formatting.
13. Record, edit, and run a macro.
14. Create and manage scenarios.
15. Create dynamic data consolidation and link workbooks.
16. Create and add comments to a shared workbook.
17. Import Microsoft Word, text, database, and HTML files.
18. Create filters and outlines.
19. Build one- and two-variable data tables.
20. Create PivotCharts and PivotTables.

REQUIRED TEXT AND SUPPLIES:

Text: *Excel 2002 Core and Expert: A Professional Approach* by Kathleen Stewart, Glencoe/McGraw-Hill, 2002.

Supplies: Two 3.5" high-density disks.

CRITERIA FOR EVALUATION:

Class assignments	25%
Three unit tests 25% each	75%
Total	100%

REQUIREMENTS:

1. Attendance is necessary because classroom presentations supplement materials in the textbook.

2. Assignments must be turned in on time to receive credit. The policy for late work is included on another handout.

3. Tests may not be made up unless the student contacts the instructor before the class period to arrange to make up the test.

HOURS PER WEEK REQUIRED OUT OF CLASS:

This is a three-credit class meeting three hours per week. Additional time out of class will be necessary to prepare for the class. The time required will vary according to individual backgrounds.

ADDITIONAL INFORMATION:

1. If you feel you learn differently or have a learning disability, see the instructor or go to the Learning Support Services Office, LA 104, for support services.

2. Laura Gerhardt is the Business Division counselor. You may contact her in BE216, telephone her at 734.677.5094, or email her at gerhardt@wccnet.org.

ACADEMIC DISHONESTY:

As part of the class conduct code, it you are caught cheating or are guilty of plagiarism, you will receive an "F" grade for the assignment or exam. The incident will be documented, and a copy forwarded to the Dean of the Division and Dean of Students for further review and possible institutional sanctions.