

Washtenaw Community College Comprehensive Report

BOS 284 Spreadsheet Software Applications II Effective Term: Fall 2011

Course Cover

Division: Business and Computer Technologies

Department: Business Office Systems

Discipline: Business Office Systems

Course Number: 284

Org Number: 13300

Full Course Title: Spreadsheet Software Applications II

Transcript Title: Spreadsheet Software Apps II

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: New Course

Change Information:

Rationale: The Spreadsheet Software Applications II course will expose students to a variety of advanced functions and formulas not included within the textbook.

Proposed Start Semester: Fall 2011

Course Description:

This is the second of two courses in spreadsheet applications. Advanced techniques using Microsoft Excel in the work environment will be stressed. Skills and concepts include working with named ranges and structured references, using auditing tools to analyze data, creating scenarios, creating data maps and pivot tables, creating and using macros, and using workbook protection. Group participation in solving complex formulas and functions is part of this course. This course contains material previously taught in BOS 183.

Course Credit Hours

Variable hours: No

Credits: 3

Lecture Hours: Instructor: 45 **Student:** 45

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Level 2

Requisites

Prerequisite

BOS 184 minimum grade "C".

General Education

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Apply data functionality such as sorting and filtering to spreadsheets.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

2. Use advanced formulas in business oriented spreadsheets.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

3. Manipulate data for analysis and collaboration.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

4. Publish to Excel services on SharePoint.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

5. Perform personal, business, and payroll bank reconciliations.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

6. Calculate business net profit margins and analyze income statements.

Assessment 1

Assessment Tool: Practical Test

Assessment Date: Fall 2012

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students

How the assessment will be scored: Answer Key

Standard of success to be used for this assessment: 75% of students will score 75% or higher on practical exam.

Who will score and analyze the data: Departmental Faculty

Course Objectives

1. Create a 3-D reference.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

2. Use named ranges for navigation and formulas.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

3. Use lookup functions.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

4. Create worksheet templates and add validation and conditional formatting.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

5. Insert and manipulate form controls.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

6. Record, edit, and run a macro.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

7. Create and manage scenarios.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

8. Create dynamic data consolidation and link workbooks.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

9. Create and add comments to a shared workbook.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

10. Import Microsoft Word, text, database, and HTML files.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

11. Create filters and outlines.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

12. Build one and two variable data tables.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

13. Create PivotCharts and PivotTables.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

14. Perform bank reconciliations.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

15. Complete problems in budgeting and petty cash.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

16. Solve problems involving the purchase of merchandise which include cash discounts, trade discounts, mark-ups, and mark-downs.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

17. Compute net profit or loss.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

18. Calculate office employees' productivity.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

19. Calculate cost of inventory.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes**New Resources for Course****Course Textbooks/Resources**

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities**Reviewer**

Faculty Preparer:

Department Chair/Area Director:
Joyce Jenkins

Dean: *Rosemary Wilson*

Vice President for Instruction: *Stuart Blacklaw*

Action

Faculty Preparer

Recommend Approval

Recommend Approval

Approve

Date

Mar 08, 2011

Mar 08, 2011

Mar 22, 2011

Apr 20, 2011