

Washtenaw Community College Comprehensive Report

BOS 184 Spreadsheet Software Applications I Effective Term: Spring/Summer 2024

Course Cover

College: Business and Computer Technologies

Division: Business and Computer Technologies

Department: Business

Discipline: Business Office Systems

Course Number: 184

Org Number: 13200

Full Course Title: Spreadsheet Software Applications I

Transcript Title: Spreadsheet Software Apps I

Is Consultation with other department(s) required: No

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

Reason for Submission: Three Year Review / Assessment Report

Change Information:

Consultation with all departments affected by this course is required.

Outcomes/Assessment

Objectives/Evaluation

Rationale: Three-year review

Proposed Start Semester: Winter 2024

Course Description: In this course, students are taught introductory spreadsheet concepts and applications using Microsoft Excel. Skills and concepts include creating, formatting and editing a worksheet; entering formulas and using Excel functions; preparing charts; creating templates, workbooks, and saving a workbook as a Web page. Applying spreadsheet concepts and functions to business environments is stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 words per minute (wpm).

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

General Education

General Education Area 7 - Computer and Information Literacy

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use Excel to create and edit workbook.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students or a minimum of 24 students.

How the assessment will be scored: Rubric

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 Excel to create and edit formulas and functions.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students or a minimum of 24 students.

How the assessment will be scored: Rubric

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. Use Excel to create and edit charts.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students or a minimum of 24 students.

How the assessment will be scored: Rubric

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. Use simple formulas in business-oriented spreadsheets.

Assessment 1

Assessment Tool: Outcome-related practical test

Assessment Date: Fall 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students or a minimum of 24 students.

How the assessment will be scored: Rubric

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, save, close, open, edit and print a workbook.
2. Format a worksheet with styles, themes, and font attributes.
3. Insert, delete, and move columns, rows, or worksheets in a workbook.
4. Build and edit simple formulas.
5. Work with function formulas.
6. Use absolute, mixed, relative, and 3D references in a formula.
7. Create name ranges for use in formulas.
8. Create and edit chart objects and chart sheets.
9. Apply quick layouts and styles to charts.
10. Edit chart elements and data.
11. Sort and filter data and apply conditional formatting.
12. Import and export various file formats.
13. Build and format a PivotTable.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Joyce Jenkins</i>	<i>Faculty Preparer</i>	<i>Jun 15, 2023</i>
Department Chair/Area Director: <i>Joyce Jenkins</i>	<i>Recommend Approval</i>	<i>Jun 15, 2023</i>
Dean: <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Jun 26, 2023</i>
Curriculum Committee Chair: <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Feb 23, 2024</i>
Assessment Committee Chair: <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Feb 26, 2024</i>
Vice President for Instruction: <i>Brandon Tucker</i>	<i>Approve</i>	<i>Mar 13, 2024</i>

Washtenaw Community College Comprehensive Report

BOS 184 Spreadsheet Software Applications I Effective Term: Fall 2011

Course Cover

Division: Business and Computer Technologies

Department: Business Office Systems

Discipline: Business Office Systems

Course Number: 184

Org Number: 13300

Full Course Title: Spreadsheet Software Applications I

Transcript Title: Spreadsheet Software Apps I

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: This new course in spreadsheets will require weekly group activities that will expose students to an additional 20+ functions used in common business practices. In addition, integrating Excel with outside software programs will be incorporated.

Proposed Start Semester: Fall 2011

Course Description:

In this course, students are taught introductory spreadsheet concepts and applications using Microsoft Excel. Skills and concepts include creating, formatting and editing a worksheet; entering formulas and using Excel functions; preparing charts; creating templates, workbooks, and saving a workbook as a web page. Applying spreadsheet concepts and functions to business environments is stressed. Students must be familiar with Windows and have keyboarding skills of at least 25 wpm. 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

Enrollment Restrictions

General Education

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use Excel review functionality including spell check and comments.

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 or a minimum of 24 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. Develop various views as appropriate for content.

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 or a minimum of 24 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. Format cells and 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 or a minimum of 24 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. Use simple 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 or a minimum of 24 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. Use page layout functions to create clear and readable 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 or a minimum of 24 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. Demonstrate relative, mixed, and absolute addresses in formulas.

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 or a minimum of 24 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. Open, edit, save, and print a workbook.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

2. Use AutoCorrect, AutoFill, and AutoFormat.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

3. Insert and delete worksheets and cells.

Methods of Evaluation

Activity or Exercise

Exams/Tests

Quizzes

Matched Outcomes

4. Add labels using AutoComplete and pick from list.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

5. Build addition, subtraction, multiplication, and division formulas.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

6. Use the IF, AND, OR, NOT, PMT, FV, INT, and ROUND functions.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

7. Create hyperlinks and nested functions.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

8. Create, edit and print charts.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

9. Create and share an Excel workbook using the Excel web application.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

10. Create PDF files from worksheets.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

11. Link and embed Excel data to OneNote, Word, and PowerPoint programs.

Methods of Evaluation

Activity or Exercise
Exams/Tests
Quizzes

Matched Outcomes

12. Recognize uses of specific tools used to present various types of data.

Methods of Evaluation**Matched Outcomes**

13. Identify appropriate formulas and functions for use with various scenarios.

Methods of Evaluation**Matched Outcomes**

14. Analyze scenarios and determine spreadsheet features and tools that will best present the data.

Methods of Evaluation**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**Apr 05, 2011**Apr 15, 2011**Jun 03, 2011*