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Communi	ty College

Revision
in credits
/Contact
Hours

Section 1. Proposal Information		Type of Course:
Course Developer: <u>Kaaren McGlynn</u> Date: <u>12/15/12</u> Catalog year to take effect : 2013-2014	<b>Type of Proposal</b> ⊠ Revised course □ 199 Special Studies	<ul> <li>□ Lower Division Collegiate (transfer)</li> <li>□ Professional/Technical (program requires)</li> <li>□ Professional/Technical (stand-alone)</li> <li>□ Dependence of the set of the set</li></ul>
2.	299 Trends	Developmental, numbered below 100

#### **Rationale:**

How does this proposal further the goals of the program or department? This course is required for the AAS Accounting Degree

What evidence supports this proposal?

Students working in the field of accounting must be able to create and manipulate accurate, well formatted, and complex Excel spreadsheets.

(New courses) How do you know there is a demand for this course?

### **PREVIOUS Catalog/Course Information:**

Course Number: **<u>BT223</u>** Course Title in Banner: **<u>MS Excel for Business - Expert</u>** (30 characters maximum)

Full Course Title in print catalog: MS Excel for Business - Expert

Prerequisites: **<u>BT 123, Mth 60</u>** Co-requisites: \_\_\_\_\_

Grade Option: Graded (with P/NP option) Pass/No Pass only

Number / Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
<u>2</u> Lecture	20 hours (lecture credits x 10)	$\underline{24}$ hours (lecture credits x 12)	$\underline{22}$ hours (lecture credits x 11
<u>1</u> Lec/Lab	10 hours (lec-lab credits x 20)	$\underline{24}$ hours (lec-lab credits x 24)	22 hours (lec-lab credits x 22
Lab	hours (lab credits x 30)	hours (lab credits x 36)	hours (lab credits x 33)
3 Total credits (sum)	<b><u>40</u></b> Total hours (sum)	48 Total hours (sum)	44 Total hours (sum)

Contact Hours

### What will change in this course as a result of changing the credits?

Course Description	Course Outline

Course Outcomes Other (explain):

Section 2. Proposed Course Outline (A general statement of course content that informs class syllabus construction.)

Course Number: **<u>BT 223</u>** Course Title for Banner: **<u>MS Excel for Business - Expert</u>** (30 characters maximum)

Full Course Title for print catalog: MS Excel for Business - Expert

Prerequisites: <b><u>BT 123, MTH 065</u></b> Co-requisites:			
Grade Option: Graded (with P/NP option) Pass/No Pass only			
Number / Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
<u>3</u> Lecture	<u>30</u> hours (lecture credits x 10)	36 hours (lecture credits x 12)	33 hours (lecture credits x 11)
<u>1</u> Lec/Lab	20 hours (lec-lab credits x 20)	24 hours (lec-lab credits x 24)	22 hours (lec-lab credits x 22)
Lab	hours (lab credits x 30)	hours (lab credits x 36)	hours (lab credits x 33)
4 Total credits (sum)	50 Total hours (sum)	60 Total hours (sum)	55 Total hours (sum)
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Application for Course Approval

### **Original Course Description:**

The course presents advanced features of Excel useful in typical business situations. The focus is on using Excel as a tool to create useful, well-documented business spreadsheets. Student projects deal with intermediate to advanced scheduling, marketing, financing and production problems. This course also introduces strategies for independent learning about Excel

### New Course Description (300 character limit):

Advanced features of Excel useful in typical business situations: Excel as a tool to create useful, welldocumented business spreadsheets; intermediate to advanced scheduling, marketing, financing, text, cloud, and production problems; strategies for independent learning about Excel.

### **Original Course Outcomes and Proficiencies**

What did the student *know*, what could the student *do* at the end of the course, or what *attitudes* related to the subject would the student hold?

- Create, modify, share, and manage complex business workbooks and worksheets for organizations of any size.
- Use templates, automated procedures, and the Web to retrieve, analyze, and summarize data.
- Organize and analyze data through use of scenarios, solver, Lookup and Reference functions
- Use business-modeling tools to perform whatif analysis
- Build and use financial formulas
- Use linking of cells, formulas, functions, worksheets and workbooks to gather information and complete analysis
- Be able to successfuly complete the Microsoft Office Specialist: Excel Expert exam should the student choose to take the exam

# Upon successful completion of this course, the student will be able to:

A. Plan and develop a worksheet to solve a complex business problem

B. Use named cells and ranges

C. Work with arrays, iteration, multisheet data, and form controls.

- D. Use complex logical and nested logical functions
- E. Use complex logical and nested logical functions

F. Correctly use relative, absolute, and mixed cell references in creating formulas and functions

G. Work with lookup functions.

H. Use business modeling tools to such as data tables, goal seek, scenario, and solver

### **Assessments Used**

What evidence did you gather that students have achieved course outcomes? (assessment tools include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

### How each outcome was assessed:

### Projects

- A. Projects
- B. Projects
- C. Projects
- D. Projects
- E. Projects
- F. Projects
- G. Projects
- H. Projects

## **New Course Outcomes and Proficiencies**

What will the student *know* or *be able to do* at the end of the course, or what *attitudes* related to the subject will the student hold?

## All of the above are still applicable – plus the student will now

# Upon successful completion of this course, the student will:

A. Work with math and statistical functions in a business problem solving context

B. Use cloud computing for storage and sharing of documentsl	B. Projects
C. Use text functions to convert and manipulate text	C. Projects
D. Create complex charts and 3-D modeling	D. Projects
E. Document assumptions used in the creation of worksheets and linking assumptions to	E. Projects

functions/formulas

## **Original Course Content by Major Topics**

What topics were originally presented? What were the main activities of the course? What were the central themes? Plan and develop a worksheet to solve a complex business problem

Use named cells and ranges

Work with arrays, iteration, multisheet data, and form controls.

Use complex logical and nested logical functions..

Correctly use relative, absolute, and mixed cell references in creating formulas and functions Working with lookup functions.

Working with date and time functions.

Use business modeling tools to such as data tables, goal seek, scenario, and solver.

Locate and correct errors using auditing and tracing tools

Import and export data to Excel.

Documenting assumptions used in the creation of worksheets and linking assumptions to functions/formulas

## New Course Content by Major Topics

What topics will be presented? What are the main activities of the course? What are the central themes? (See sample at <u>http://www.lanecc.edu/cops/format3.htm</u>.)

Plan and develop a worksheet to solve a complex business problem

Use named cells and ranges

Work with arrays, iteration, multisheet data, and form controls.

Use complex logical and nested logical functions..

Correctly use relative, absolute, and mixed cell references in creating formulas and functions

Use text functions to convert and manipulate text

Working with lookup functions.

Working with date and time functions.

Work with math and statistical functions in a business problem solving context.

Use business modeling tools to such as data tables, goal seek, scenario, and solver.

Locate and correct errors using auditing and tracing tools

Import and export data to Excel.

Documenting assumptions used in the creation of worksheets and linking assumptions to

### **Assessments Planned**

A. Projects

What evidence will you have that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

### How each outcome will be assessed:

functions/formulas Use cloud computing for sharing documents and data storage

## Section 3. Curriculum Equity (<u>http://www.lanecc.edu/cops/curric.htm</u>)

To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane's Curriculum Equity policy in the following way(s):

### Section 4. Required Signatures

To be completed by Liaison Librarian:

### **Library Impact Statement**

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

#### What assignments will require the use of library and information resources?

Each academic area has a Liaison Librarian (<u>http://www.lanecc.edu/library/liaison.htm</u>) to help faculty identify materials to be ordered to support the curriculum. Make an appointment with the designated librarian to discuss the library needs of your course at least a week ahead of the deadline for submission.

Additional resources are needed but can be obtained from current Significant additional Library funds/resources are required to supp proposal.	funds. oort thisLiaison Librarian	Date	
Divisional Approvals			
<ul> <li>Human, Physical, and Financial Resources (select one):</li> <li>☐ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:</li> <li>☐ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain:</li> </ul>	<ul> <li>Fees (select one):</li> <li>We have completed a fee request form to be submitted to OISS upon course approval.</li> <li>No special fees will be required for this course.</li> <li>Required Certifications:</li> <li>We have developed minimum course certification standards for this course to be filed with OISS to allow</li> </ul>		
<ul> <li>Divisional Recommendation (select one):</li> <li>The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.</li> <li>Faculty review of this course was completed within the division on(date).</li> <li>New course outlines have been prepared for the Divisional binder containing all current course outlines.</li> </ul>	<ul> <li>compliance with the faculty contract.</li> <li>We have completed faculty certification form(s) (http://www.lanecc.edu/cops/faccertf.pdf) for this course to be filed with OISS and Human Resources so RIF grid information will be updated.</li> <li>Divisional Recommendation (select one):         <ul> <li>Pass</li> <li>Do Not Pass</li> </ul> </li> </ul>		
Office Administrator Date	Division Chair	Date	
College Approval			
Curriculum Committee Chair Date	Executive Dean for Academic Affairs	Date	

Date

Curriculum Approval Committee hearing:

Date

Vice President for Academic Affairs &

Chief Academic Officer