# BAT172 Spreadsheet Management Syllabus

## Course Information

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| Credits | 4 |
| Campus | Washburn Institute of Technology |
| Address | 5724 SW Huntoon |
| City/State/Zip | Topeka, Kansas 66604 |
| Office Fax | 785-273-7080 |

## Description

This course is designed to familiarize the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets.

## Textbooks

Nita Rutkosky and Denise Seguin and Audrey Rutkosky. *Benchmark Series: Microsoft Excel 2013, Levels 1 and 2;* EMC Paradigm; 2014; **Edition:** 1. **ISBN:** 978-0-763-85389-1.

## Student Learning Outcomes:

A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

## Competencies

1. Describe the purpose of a spreadsheet.
2. Recognize the elements of a spreadsheet.
3. Create a spreadsheet.
4. Enter data in a spreadsheet.
5. Edit data in a spreadsheet.
6. Apply formatting to cells in a spreadsheet.
7. Create formulas in cells using AutoSum.
8. Create formulas in cells using the formula bar.
9. Create formulas in cells with the Insert Function feature.
10. Copy formulas from one cell to another.

11.   Create absolute and mixed cell references.
12.   Create headers and footers on a spreadsheet.
13.   Describe different ways to display data in a spreadsheet.
14.   Describe different ways to print a spreadsheet.
15.   Demonstrate ways to move, copy, and link data from one spreadsheet to another.
16.   Create charts from data in a spreadsheet.
17.   Demonstrate ways to change or customize elements in a chart.
18.   Add a hyperlink to a spreadsheet.
19.   Add graphics such as images, diagrams, and shapes to a spreadsheet.
20.   Create custom formats for numbers.
21.   Create a workbook or spreadsheet based on a template.
22.   Describe how and why workbooks may be shared.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

| A | 92%-100% |
| B | 84%-91% |
| C | 76%-83% |
| D | 68%-75% |
| F | 67% or below |

The course is graded by 70% classroom work and test scores, and 30% daily participation.

### Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course.  If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

## Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone:  785-228-6356
E-Mail:  ssscoordinator@washburn.edu