

# North Central Michigan College

---

NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

---

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3    LECTURE: 2    LAB: 1    TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: CAP 125

CREDIT HOURS: 3

COURSE TITLE: MS Excel

TRANSFERABLE    YES:    NO: X    TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: CAP 100

---

CATALOG DESCRIPTION:

Course in Microsoft's spreadsheet program for the Windows environment. Students build worksheets using formulas, functions, formatting and other basics. They will enhance these with 3-D charts, data tables, macros using BASIC, database filtering and sorting as well as object linking and embedding. Advising Note: Students must be able to use the Windows environment, keyboard and a mouse prior to enrolling in this course. This can be accomplished by taking CAP 100.

---

GENERAL EDUCATION OUTCOMES:

- Independently acquire knowledge
- Select and use mathematical tools for problem solving and decision making

---

COURSE OBJECTIVES & OUTCOMES:

At the completion of the course the student will be able to:

- Utilize spreadsheet functions using formulas, functions, formatting
  - Utilize 3-D graphs, data tables, macros, database filtering and sorting
  - Object linking and embedding
- 

METHODS OF INSTRUCTION:

Class is taught in computer lab- each student will have a computer. In class assignment, homework will be given. Lecture will provide basis for the exercises. Class discussion will play a part in each class.

---

METHODS OF EVALUATION:

Evaluation:

Class participation	5%
Graded assignments	45%
Quizzes	15%
Tests	35%

---

REQUIRED TEXTS:

Microsoft Excel Comprehensive Concepts and Techniques Shell-Cashman-Shelly (Lab manual for MS Works)

OPTIONAL SUPPLEMENTARY MATERIALS: 3.5" floppy disks, DSHD

---

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

---

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_