PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition
   B. Deletion
   C. Modification
   [ ] Regular [ ] Experimental [ ] Other __________________ (specify)
   in credits [ ] in title [ ] in number or alpha [ ] in prerequisites [ ] Other Description __________________ (specify)

2. NEW ALPHA, NUMBER AND TITLE

3. CREDITS ___

4. OLD ALPHA, NUMBER AND TITLE
   ICS 120 Spreadsheet Fundamentals

5. CREDITS ___

6. NEW CATALOG DESCRIPTION
   See attached.

7. PREREQUISITES
   ICS 100 or ICS 101 and OAT 20B;
   placement into ENG 100 and Math 25

8. STUDENT CONTACT HOURS PER WEEK
   Lecture 3 __ Lecture/Lab ___ Lab ___
   Other (specify) ______

9. PROPOSED DATE OF FIRST OFFERING
   Fall 1999

10. THIS COURSE
    [ ] IS REQUIRED
    [ ] IS AN ELECTIVE FOR THE WCC Business Technology* PROGRAM/CORE
    [ ] CAN FULFILL elective for A.A. degree *ICS specialization REQUIREMENT
    (Please specify)

11. THIS COURSE
    [ ] INCREASES
    [ ] DECREASES
    [ ] MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

12. SIMILAR COURSES OFFERED ELSE WHERE:

   College(s):
   Honolulu Community College
   Leeward Community College

   Alpha, Number, Title:
   ICS 120 Spreadsheet Fundamentals
   ICS 120 Spreadsheet Fundamentals

13. THIS COURSE IS
    [ ] ALREADY ARTICULATED with ICS PCC
    [ ] APPROPRIATE FOR ARTICULATION with ____________
    [ ] NOT YET APPROPRIATE FOR ARTICULATION

    (Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.))
    ICS PCC met in October 1992.

14. REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:
    To update catalog description by deleting obsolete terminology.

REQUESTED BY: ________________________
Department Chairperson ________________________
Date 2/16/99

APPROVED BY: ________________________
Curriculum Committee ________________________
Date 4/14/99

Dean of Instruction ________________________
Date 5-28-99

Provost ________________________
Date 2/19/00

Change recorded by Catalog Preparer ________________________
Date

CCCM #6100
(Amended for WCC use Sept. 1991)
New catalog description for ICS 120

Students who complete this course will be able to accomplish the following:

- Simulate "what if" scenarios
- Create spreadsheet templates
- Design worksheets to solve complex tasks
- Develop spreadsheet workbooks composed of several related worksheets
- Minimize redundant data by linking information among worksheets
- Utilize complex spreadsheet functions to solve problems
- Utilize spreadsheet tools to analyze data
- Create macros to complete repetitive tasks
- Integrate spreadsheet data with a word processor
- Publish spreadsheet data to the World Wide Web or a corporate Intranet
## LEVELS OF REVIEW OF COURSE PROPOSALS AT WCC

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Subject Area (one or more instructors in the area)</td>
<td>2/16/99</td>
</tr>
<tr>
<td></td>
<td>2/18/99</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Department</td>
<td>2/16/99</td>
</tr>
<tr>
<td>[Signature]</td>
<td></td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
</tr>
<tr>
<td>Was this course discussed in a dept. mg.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>2/16/99</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Division</td>
<td>3/9/99</td>
</tr>
<tr>
<td>[Signature]</td>
<td></td>
</tr>
<tr>
<td>Assistant Dean of Instruction</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Curriculum Committee Review</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>X</td>
</tr>
<tr>
<td>Disapproved</td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>4/14/89</td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td></td>
</tr>
</tbody>
</table>
WCC FORM FOR COURSE MODIFICATIONS

Course: Spreadsheet Fundamentals  Submitted by: Peggy Regentine  Date: 2/12/99

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

The new course modification rewords the course description and eliminates an obsolete term in the description. The course modification describes the course in more detail. The old course description used the term “DOS,” which is now obsolete.

2. What is the rationale for the change?

The business department is shifting to a competency based course description for marketing purposes and updating course descriptions to more fully describe course content.

3. Is the change substantive enough to require a change in the course identification? If so, explain thoroughly.

No.

4. Is the course articulated with any 4-year program? If yes, give details of the agreement(s) and explain any impact the proposed modifications may have an articulation.

NA

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

NA

6. Will this course modification result in any alternations in the number of hours required to attain a certificate or degree? If yes, provide details and justification for these alternations.

NA

7. If the course is renumbered to 100 or above does it meet the criteria for transfer level courses? (See attached criteria for transfer courses.)

NA
WINDWARD COMMUNITY COLLEGE

COURSE: ICS 120 Spreadsheet Fundamentals
Class Code 1107
Noe‘au 123

CREDIT HOURS: 3

PREREQUISITES: ICS 100 or 101; placement into ENG 100 and Math 24 and completed OAT 20B or OAT 21B or equivalent

INSTRUCTOR: Peggy Regentine

OFFICE: Hale Noe‘au 111 (formerly Judd)

OFFICE PHONE: 235-7312
235-7400 (AC Switchboard, ext. 312)

EMAIL: peggy@hawai.ledu

OFFICE HOURS: MW 2:45 - 3:45
T TH 11:00 - 12:00
(also by appointment)


OTHER MATERIALS: Two 3.5" HD disks

TOPICS TO BE COVERED:

• Spreadsheet theory and design
• Spreadsheet composition
• Problem solving with spreadsheets
• Spreadsheet tools for analyzing data
• Spreadsheet formulas and functions
• Dynamic linked formulas
• Spreadsheet data tables
• Presentation and analytical graphics
• Macros
• Integration of spreadsheet applications with other software
• Spreadsheet data and the World Wide Web
COURSE: ICS 120 Spreadsheet Fundamentals
Class Code 1107
Noe'au 123

CREDIT HOURS: 3

PREREQUISITES: ICS 100 or 101; placement into ENG 100 and Math 24 and completed OAT 20B or OAT 21B or equivalent

INSTRUCTOR:

OFFICE:

OFFICE PHONE:

EMAIL

OFFICE HOURS:


OTHER MATERIALS: Two 3.5" HD disks

TOPICS TO BE COVERED:

- Spreadsheet theory and design
- Spreadsheet composition
- Problem solving with spreadsheets
- Spreadsheet tools for analyzing data
- Spreadsheet formulas and functions
- Dynamic linked formulas
- Spreadsheet data tables
- Presentation and analytical graphics
- Macros
- Integration of spreadsheet applications with other software
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- Develop spreadsheet workbooks composed of several related worksheets
- Minimize redundant data by linking information among worksheets
- Utilize complex spreadsheet functions to solve problems
- Utilize spreadsheet tools to analyze data
- Create macros to complete repetitive tasks
- Integrate spreadsheet data with a word processor
- Publish spreadsheet data to the World Wide Web or a corporate Intranet

INSTRUCTION:

The above objectives will be achieved through class lectures, assigned readings, and computer hands-on work.

COURSE REQUIREMENTS:

1. ATTENDANCE
   Class participation and attendance is required. Activities and assignments will be conducted in class and lab and the students will be responsible for their completion. No assignment will be accepted after the due date. If the student cannot attend class for an emergency, please contact the instructor. A student who misses a class is responsible for making up the missed work. Attendance is calculated into your grade.
   The following attendance policy will be used:

<table>
<thead>
<tr>
<th>ABSENCES</th>
<th>TARDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 3</td>
<td>A</td>
</tr>
<tr>
<td>4 - 5</td>
<td>B</td>
</tr>
<tr>
<td>&gt; 5</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>2 equals 1 absence</td>
</tr>
</tbody>
</table>

2. COMPUTER PROJECTS Students will be required to use the computer to solve spreadsheet problems. Students must solve a problem, make a plan, create a worksheet to fit the problem, and design formats for presentation.

3. TESTS AND EXAMS There will be a mid-term exam and a final exam. The mid-term and final exams may contain a written part and a hands-on part.

4. EVALUATION The requirements for this course consist of 8 projects, a midterm exam, and a comprehensive final exam. The exams will be based on class lectures, assigned readings from the required text, and skills involved in the project assignments.
Each of the projects will have equal weight. The Midterm and Final will both weigh twice a project. A student must average 60% on both exams to pass the course.

5. POINTS The assignment of points may vary slightly each semester but the following is typical:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight Projects</td>
<td>50 points each</td>
<td>400 points total</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>100 points</td>
<td>100 points total</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
<td>100 points total</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>600 points possible</td>
</tr>
</tbody>
</table>

The letter grade for the semester will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100% of total points possible</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Your 3 ½" high density floppy disks should have a label with the following information:

<table>
<thead>
<tr>
<th>Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Last Name</td>
</tr>
<tr>
<td>ICS 100</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPORTANT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to No’eau computers</td>
</tr>
<tr>
<td>Password to No’eau computers</td>
</tr>
<tr>
<td>Log in to UH Unix</td>
</tr>
<tr>
<td>Password for UH Unix</td>
</tr>
<tr>
<td>Your E-mail address</td>
</tr>
<tr>
<td>WCC Web site</td>
</tr>
</tbody>
</table>
## TWO BUDDIES IN CLASS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Page references are from your text *Select LabSeries Plus Edition - Projects for Microsoft Excel 97*.

**January**

12 Win 1 from text
   Introduction & Overview of Lab/Windows/Hardware
14 Chapter 2
   Bring formatted 3.5" disks & download files to be used with the text from

19 Chapter 3
21 Chapter 3

26 Chapter 4
28 Chapter 4
   Project 1 Due

**February**

2 Chapter 5
4 Chapter 5
   Project 2 Due

9 Chapter 5
11 Chapter 6
   Project 3 Due
16 Chapter 6
18 Chapter 7
   Project 4 Due

23 Chapter 7
25 Chapter 8

**March**

2 Chapter 8
   Project 5 Due
4 Chapter 9

9 Chapter 9
   Review for Midterm
11 Midterm Exam
16 Chapter 9
18 Chapter 9
   Project 6 Due
23 & 25 Spring Break

30  Chapter 10
April 1 Catch Up Day

6  Chapter 10
8  Chapter 10
  Project 7 due

13  Chapter 11
15  Chapter 11

20  Chapter 11
  Project 8 due
22  Chapter 11

27  Chapter 12
29  Chapter 12

May
4  Chapter 12
6  Review for Exam

Exam Tuesday, May 11 @ 8:15 - 10:05
PROJECT INFORMATION

You will be completing eight spreadsheet projects for ICS 120. Be certain that each project assignment has appropriate identification (First Last Name, Project #, Date). Your grade will be 0 if I cannot determine to whom the project belongs. Many of the assignments build on assignments from previous chapters. It is imperative that your lab work is completed and saved as the text suggests as you may need certain files later.

PROJECT #1
Due Date: 1/28
Files Needed: Project Attached
Page: Not in text
Notes:

**Download files from http://www.aw.com/is/select**
**Find your text & then download files provided for your text.**

PROJECT #2
Due Date: 2/4
Files Needed: None but save your work as Banquets.xls
Page: EX-123 - 124; Assignment 1
Notes: Hand in disk with the Banquets.xls file. Your file MUST be named as requested.

PROJECT #3
Due Date: 2/11
Files Needed: vacation.xls
Page: EX-157 #2
Notes: Print file in regular format without columns or gridlines. Then redo and print with formulas (in landscape) displayed (lengthen columns to display complete formula OR points deducted) with gridlines and columns displayed (2 printouts: regular first and formulas next). Staple together.

PROJECT #4
Due Date: 2/18
Files Needed: Create file World 1
Page: EX-182 - 183 ; #2
Notes:
PROJECT #5
Due Date: 3/2
Files Needed: Sales Summary from P 188 (that we created on P 166)
Page: Hand in Workbook from EX - 225 (You are showing me basically Chapter 8's work)
Notes:

PROJECT #6
Due Date: 3/18
Files Needed: Files from page 235
Page: Hand in Project EX - 263
Notes:

PROJECT #7
Due Date: 4/18
Files Needed: Orders.xls from page 275
Page: 294-295
Notes:

PROJECT #8
Due Date: 4/20
Files Needed:
Page: Page 319 - Hand in finished worksheet for Chapter 11
Notes:
Math skills/concepts you must know for dbase and spreadsheet problems:

Computer symbols:
- Addition
- Subtraction
* Multiplication
/ Division
^ Exponential Notation

Percentages (percent means per hundred)
25% is .25 or 25/100
.3325 is what percent? 33.25%
.5 is what percent? 50%
.50 is what percent? 50%
.05 is what percent? 5%
1 is what percent? 100%
2.5 is what percent? 250%

Total Costs
15 items at $.59 each
15 * .59 = Total Cost
Or Number of Items * Unit Cost = Total Cost
Subtotal Costs
15 * .59 = Subtotal (if a tax or discount is still needed to be applied)
Subtotal * .04 = Tax Amount
Subtotal + Tax Amount = Total

Tax Percentage
25% off
25% = .25
.25 * Item = Amt of Tax
Item - Amt of Tax = New Item Cost

Tax Rate is .04125
Cost is $100
Subtotal is Cost * Tax Rate + Cost
Or Cost * (Tax Rate + 1) This is Distributive Property of Math

Cost of Living increases
5 1/2 % cost of living bonus in salary
5 1/2 % = 5.5% = .055
Old Salary * COL_Rate = COL_AMT
Old Salary + COL_AMT = NEW SALARY

Percentage decrease
Sales declined by 7.5%
7.5% = .075
Old Sales * Decline Rate = Amt Sales Decreased
Old Sales - Amt. Sales Decreased = Present Sales
Ratio of part to a whole
1 out of 5 tickets were sold to students. What percentage is this?
\[ \frac{1}{5} = 0.20 = 20\% \]

Number of modems sold is 200. 25 Sportster Modems are sold. What percentage is this?
\[ \text{NO_SPORTS / NO_MOD} = \frac{25}{200} = 0.125 = 12.5\% \]

Reduction of costs
House 1996 Cost is 200,000
House 1997 Cost is 150,000
\[ \text{Cost}_{\text{96}} - \text{Cost}_{\text{97}} = \text{Amt\_Difference} \]
\[ \frac{\text{Amt\_Difference}}{\text{Cost}_{\text{96}}} = \text{Percentage of 96 Cost} \]

Rules of Order

Exponents
symbols of inclusion (Work inside parentheses first)
Multiplication & Division (left to right)
Addition & Subtraction (left to right)

\[ (5 + 2) - 3^2 = 7 - 9 = -2 \]
\[ 5 + 2 \times 3^2 = 5 + 2 \times 9 = 5 + 18 = 23 \]
\[ 20 - 2 \times 3^2 + 8 \times 2 = 20 - 12 + 16 = 8 + 16 = 24 \]
\[ 5 + 12 / 2 - 4 = 5 + 6 - 4 = 5 + 6 - 4 = 11 - 4 = 7 \]
ICS 120  (Code 1107)
Syllabus for Spring 1999
32 Sessions

Page references are from your text Select LabSeries Plus Edition - Projects for Microsoft Excel 97.

January
12  Win 1 from text
   Introduction & Overview of Lab/Windows/Hardware
14  Chapter 2
   Bring formatted 3.5" disks & download files to be used with the text from http://hepg.awl.com/select/excelplus/index.htm

19  Chapter 3
21  Chapter 3
26  Chapter 4
28  Chapter 4
   Project 1 Due

February
2   Chapter 5
4   Chapter 5
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9   Chapter 5
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Page: Not in text
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**Find your text & then download files provided for your text.**

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Due Date: 2/4
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Page: EX-123 - 124; Assignment 1
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Page: EX-157 #2
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Page: EX-182 - 183 ; #2
Notes:
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Due Date: 3/2
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Page: Hand in Workbook from EX - 225 (You are showing me basically Chapter 8's work)
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PROJECT #6
Due Date: 3/18
Files Needed: Files from page 235
Page: Hand in Project EX - 263
Notes:

PROJECT #7
Due Date: 4/18
Files Needed: Orders.xls from page 275
Page: 294-295
Notes:

PROJECT #8
Due Date: 4/20
Files Needed:
Page: Page 319 - Hand in finished worksheet for Chapter 11
Notes:
Project 1
Download the file off_bud.xls from M:\courses\Peggy\lcs120
Save the file off_bud to your drive A or F
Click cell B1 and move the mouse pointer to the fill handle. Press the left mouse button and drag right to cell F1 so that Excel fills the cells with Feb through June. Right Justify the months.
Insert a row above the Cleaning label. This row will contain insurance expenses which will be $500 for each month.
Insert a column before February for January expenses.
Copy February expenses to January.
Delete the row Petty Cash.
Delete the row for Cleaning.
Choose Edit/Undo Delete and bring back the row for Cleaning.
Choose Edit/Redo Delete.
Choose Edit/Undo Delete.
Type Miscellaneous in cell A11.
Enter $200 for miscellaneous expenses for each month.
Select rows 3 through 5 and cut them. What happens?
Cut each row by itself and paste below the miscellaneous row.
Delete empty rows where Electricity, Phone, and Water once were.
Save your file.
Type Total in Cells H1(right justify) and A13.
Create a formula for column H and row 12.

In row A14 enter 5% Savings. You strive to reduce your month expenses by 5% for the next 6 months. Create a formula that displays the total that incorporates the 5% savings. (Do not calculate what 5% is!! Calculate what the total amount will be with a 5% savings!!)

In cell H13 you will have the Total Expenses for 6 months.
In cell H14 enter the Total of B14:G14.
Enter Difference in cell A15.
In cell H15, find the difference in Total and 5% Savings Total.
Format all money as currency with 2 decimal places and commas.
Save the file.
Print with nice formatting in landscape format. Place a left justified three line header with:
First Last Name
ICS 120
Project 1 due January X, 1999
Print a second copy displaying the FULL formulas (you may have to decrease columns to show complete worksheet on one page). Print this in landscape format displaying gridlines and column & row headings. Fit all of this on one page. Staple this page to the first printout.