Hello and welcome to the blended version of this Electronic Spreadsheets course. It is my pleasure to be the instructor for this blended version of the course. I have been teaching fulltime at Broward College since 1989. Courses to fulfill my AA course requirements came from Miami Dade College, Tallahassee Community College, and Broward Community College. I received my BA from Florida Atlantic University, my MS from Barry University, and my Ph.D. from Nova Southeastern University.

**Course Description:** This course provides hands-on applications with a spreadsheet software package. Students will develop skills that create, manipulate and utilize spreadsheets. Hands-on use of a personal computer is required. This course will include required weekly discussions, course project assignments, three unit exams, and a final exam. A course outline of what students are expected to achieve in this course is located in the BC Library, Periodical Reserves, Course Outline, CGS 1510. The course outline is also available on the Web at [http://www.broward.edu/outlines/CGS1510.pdf](http://www.broward.edu/outlines/CGS1510.pdf)

**Learning Outcomes:**

1. The student shall be able to use the Windows operating system.
2. The student shall be able to navigate through a worksheet or workbook.
3. The student shall be able to personalize the environment by using Backstage.
4. The student shall be able to print a worksheet or a workbook.
5. The student shall be able to construct cell data.
6. The student shall be able to format cells and worksheets.
7. The student shall be able manage worksheets and workbooks.
8. The student shall be able to apply formulas and functions.
9. The student shall be able present data visually.
10. The student shall be able to share worksheet data with other users.
11. The student shall be able to analyze and organize data.

**Methods of Instruction:** This is a three-credit hour course. Normally, a three-credit hour course would meet three hours each week on campus for a total of 48 hours per term. In this class, we will meet approximately 24 hours on campus; the remaining 24 hours will take place online. This is not a self-paced class; you are expected to meet the assignment due dates, just as you are in a traditional on-campus class. Active participation is required. This course covers the same content and has similar activities as the traditional on-campus version of the course, and you should expect to spend 6-9 hours a week on this course. This course will include required weekly discussions, course project assignments, three unit exams, and a final exam. In addition, there is a mandatory online orientation that must be completed in the first three days of the course.
Blended courses are a great way for students to complete degree requirements while juggling work and/or family responsibilities. These **highly interactive** courses engage students with course content through structured online learning activities. For this course, some of the work will be completed at a distance. Students can access this course at any time from almost any place via the Internet. However, before you enroll, check out this site to make sure you (and your computer) are prepared to take a blended course.

**Course Requirements:**
Prerequisite/Corequisite: None

**Course Materials:**

**Required Textbook**
Title: *Microsoft Excel 2013, Comprehensive*
Author: Eric A. Weinstein
Publisher, Edition: Labyrinth Learning, ©2014

This book can be purchased at the South Campus book store for $144.30. Be sure to purchase the correct ISBN (located on shrink wrap), as it is a bundled book that includes a required eLab access. You can also purchase this book online at http://www.lablearning.com/ms-excel-2013-comprehensive.html?msOpt=1192 for $108.00.

You will also need to bring pen and paper to take notes.

In addition, this course utilizes the following required software or hardware tools:
1. Windows 7 or Windows 8 operating system
2. Microsoft Excel 2013, which will include Word, Excel, and PowerPoint. **You must have the 2013 version – Office for Macs will not suffice.** Previous versions will not be acceptable. Important: If you do not have Microsoft Office 2013 on your home computer, you will have to find a computer you can use with these programs loaded on it, or come to campus to use BC computers (building 70, second floor) in order to complete the required assignments for this class. To purchase a four-year subscription of Microsoft Office ($79.95), go to http://www.microsoftstore.com/store/msusa/en_US/pdp/productID.275549300?icid=Student_HeroLink_8up_Off_Univ_051513
3. One USB (flash) drive.

**First Class Meeting:** The class will meet for the first time on Tuesday, September 9, at 6:30 in room 70/204. Attendance on the first day of class is very important. Be sure to purchase your book beforehand and to bring it to the first class meeting. We will begin work the first day of class; **plan your schedule so that you are there on time with your course materials.**

**Register for this Course:** To register for this course, go to myBC website.

**Contact Information:** If you have any questions, you can call me (office: 954-201-8966) or send an email message (klegrand@broward.edu). The department secretary can be reached at 954-201-8841. I am looking forward to meeting you.