

COURSE NAME: ZBUS 102 MICROSOFT EXCEL**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of Microsoft Excel and spreadsheets. Upon completion of this course students will be able to: 1) identify new worksheets, passwords, smart art and clip art, and create and delete names, and explain how to create and save workbooks, format text and numbers, 2) recognize cells, rows, columns, and sheets, page breaks, tables, pictures and objects, columns and pie charts, shapes and text boxes, 3) describe the quick access toolbar, customize ribbon groups and tools, format currency, accounting, and dates, format borders with colors, and delete cells, and 4) explain the edit functions, fill and clear functions, move and copy sheet functions, find, replace, and go to functions, and apply auto formats, and subscripts.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.