

Instructions for using Excel (auto-calculate) Plans of Study

The Excel auto-calculate plans of study are available on the AMBS web at: www.ambs.edu/forms. The plans of study are listed as a separate category. When selecting a plan of study make sure you have the most current plan.

If prior year plans are opening, click the refresh icon (🔄) near the internet browser address field.

- Click on the desired degree
- Download the selected plan of study to your computer. It will be in read-only format. To save a copy on your computer, select File from the menu bar, then “save-as” (not just save).
- Edit the spreadsheet with your information and save the file again.

Each workbook contains tabs with all concentrations for a degree (example: MACF has 4 tabs: Sample, Christian Spirituality, Teaching Ministry, and Worship)

All contain a sample plan of study to show how the form is used. See fig. 1.

Fig. 1

Bible				13 hours
3	Reading the Bible	F 07	BIB500	3
4	Intro Bib Study Tools	S 08	BIB503	4
3	OT <i>or</i> NT Book Study	F 08	BIB526 Luke Acts	IP
3	* A Biblical Theol course			

Annotations for Fig. 1:

- Left Column:** This column shows the required # of hours and should add up to the bold total across from the department.
- Second Column:** Enter term/year earned or planned for.
- Third Column:** Enter course ID and/or name.
- Right Column:** Enter # of credits earned or 'IP' for courses in process.

Fig. 2

Summary for Checking:		Have	Need	
Bible Department	13.0	7.0	6.0	
HTE Department	6.0	0.0	6.0	
CHM Department	13.0	0.0	13.0	
Interdepartmental	6.0	0.0	6.0	
Courses in Concentration	5.0	0.0	5.0	
Ministry Formation	8.0	0.0	8.0	
General Electives	9.0	0.0	9.0	
TOTAL	60.0	7.0	53.0	60.0

Annotation for Fig. 2: Credits entered in this column will auto calculate to the corresponding department in the "Summary for Checking" at the bottom of the page. This will automatically change the credits needed by department and overall. See fig. 2

For questions or assistance, contact Dee in the registrar office: 296-6268 or dmcowen@ambs.edu or the registrar: 296-6213 or registrar@ambs.edu.