

**Date: April 2006**

- I. Course Name:** Expert Excel  
**Prefix and Number:** CSC 138  
**Credit Hours and Contact Hours:** 2 credit hours – 2 contact hours

**Course Description:**

This course is designed to instruct the student in Microsoft Excel at the expert level. Topics will include importing and exporting data, using templates, using multiple workbooks, formatting numbers, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools, and collaborating with workgroups. Prerequisites: Students must be skilled with Excel at the Core level prior to taking this course.

**I. Course Outcomes and Objectives**

**Learning Outcomes**

Upon completion of the course the participant will be able to

- Import and export data
- Use templates
- Use multiple workbooks
- Format numbers
- Print workbooks
- Work with named ranges
- Work with toolbars
- Use macros
- Audit a worksheet
- Display and format data
- Use analysis tools
- Collaborate with workgroups

**Relationship to Academic programs & curriculum**

This course is an alternative to Core Excel for the A.S. IS, AAS IT and certificate major.

**College competencies addressed in this course:**

- Writing
- Reading
- Computer Literacy
- Problem Solving and Critical Thinking
- Professional Competency

**III. Methods of Instruction**

**Types of Course materials**

1. Textbooks: appropriate text on a state-of-the-art office suite

**Methods of Instruction**

1. Lecture
2. Discussions
3. Demonstrations
4. Guided student laboratory exercises on computers
5. Integrated projects

**Assessment Measures**

Activities will emphasize problem solving using Excel software.

**Methods of Evaluation**

The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor. The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and assignment projects. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc.. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

**IV. General Outline of Topics Covered**

Upon completion of the course the participant will be able to

Import and export data

Use templates

Use multiple workbooks

Format numbers

Print workbooks

Work with named ranges

Work with toolbars

Use macros

Audit a worksheet

Display and format data

Use analysis tools

Collaborate with workgroups