EASTERN ARIZONA COLLEGE
Beginning Microsoft Excel
Course Design
2019-2020

Course Information

Division	Business
Course Number	CMP 110X
Title	Beginning Microsoft Excel
Credits	0.5 - 1
Developed by	Janice Lawhorn, Ph.D./Revised by Andy Shaver
Lecture/Lab Ratio	0.5 Credit = 0.5 Lecture/0 Lab 1 Credit = 1 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Elective Credit	Elective Credit	Non Transferable

Activity Course	No
CIP Code	11.0100
Assessment Mode	Final Exam (15 Questions/15 Points)
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No
Diversity and Inclusion Course	No

Prerequisites

None

Educational Value

This course is designed to teach beginning level functions of Microsoft Excel.

Description

Students will become familiar with beginning level functions of Microsoft Excel, a spreadsheet program.

Supplies

Access to a personal computer

Competencies and Performance Standards

1. Work in the Excel environment.

Learning objectives

What you will learn as you master the competency:

a. Open and save a workbook file.
b. Navigate through a workbook and a worksheet.
c. Enter, edit, and delete data.
d. Use AutoComplete and AutoCorrect to speed data entry.
e. Move and copy cells and sheets.
f. Write and edit simple formulas.

Performance Standards

Competence will be demonstrated:

- in completion of classroom assignments

Criteria - Performance will be satisfactory when:

- learner opens and saves a workbook file
- learner navigates through a workbook and a worksheet
- learner enters, edits, and deletes data
- learner uses AutoComplete and AutoCorrect to speed data entry
- learner moves and copies cells and sheets
- learner writes and edits simple formulas

2. Set up a worksheet.

Learning objectives

What you will learn as you master the competency:

a. Add a keyword to a file to quickly find it later.
b. Name a worksheet.
c. Delete worksheets.
d. Set column widths.
e. Add comments to a worksheet to document it.
f. Control data entry with Data Validation.
g. Print a worksheet.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner adds a keyword to a file to quickly find it later
- learner names a worksheet
- learner deletes worksheets
- learner sets column widths
- learner adds comments to a worksheet to document it
- learner controls data entry with Data Validation

- learner prints a worksheet

3. Write formulas.

Learning objectives

What you will learn as you master the competency:

a. Find files using a keyword.
b. Write formulas to calculate data.
c. Name cells.
d. Use names and labels in formulas.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner finds files using a keyword
- learner writes formulas to calculate data
- learner names cells
- learner uses names and labels in formulas

4. Format the worksheet for a professional look.

Learning objectives

What you will learn as you master the competency:

a. Format cells.
b. Create, apply, and change styles.
c. Format numbers.
d. Create a custom number format.
e. Create custom headers and footers.
f. Save a workbook as a template.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner formats cells
- learner creates, applies, and changes styles
- learner formats numbers
- learner creates custom headers and footers
- learner saves a workbook as a template

5. Consolidate multiple lists.

Learning objectives

What you will learn as you master the competency:

a. Open multiple files at the same time.

b. Work with a group of files displayed in multiple windows.
c. Move worksheets between workbooks.
d. Consolidate detailed data into a summary.
e. Create a conditional number format to make specific values stand out.
f. Use a built-in Microsoft Excel template to automate the consolidation process.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner opens multiple files at the same time
- learner works with a group of files displayed in multiple windows
- learner moves worksheets between workbooks
- learner consolidates detailed data into a summary
- learner creates a conditional number format to make specific values stand out
- learner uses a built-in Microsoft Excel template to automate the consolidation process

6. Filter to find specific information.

Learning objectives

What you will learn as you master the competency:

a. Filter a list to find specific information.
b. Find totals and averages quickly using AutoCalculate.
c. Calculate sets of filtered records using the SUBTOTAL function.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner filters a list to find specific information
- learner finds totals and averages quickly using AutoCalculate
- learner calculates sets of filtered records using the SUBTOTAL function

7. Sort and subtotal to organize data.

Learning objectives

What you will learn as you master the competency:

a. Sort a list by several categories.
b. Subtotal an entire list of data at one time.
c. Use a subtotal outline to show only the level of detail you want.

Performance Standards

Competence will be demonstrated:

- in completion of class assignments

Criteria - Performance will be satisfactory when:

- learner sorts a list by several categories

- o learner subtotals an entire list of data at one time
- o learner uses a subtotal outline to show only the level of detail wanted

Types of Instruction

Lecture/Demonstration
Class Assignments

Grading Information

Grading Rationale

100% of the grade is based on the Final Exam

Grading Scale

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
Fail	Less than 70% on Post-Test
Pass	Greater than 70% on Post-Test