

EASTERN ARIZONA COLLEGE

Intermediate Microsoft Excel

**Course Design
2019-2020**

Course Information

Division Business
Course Number CMP 110Y
Title Intermediate 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	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 intermediate level functions in Microsoft Excel, a spreadsheet program.

Description

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

Supplies

Access to a personal computer.

Competencies and Performance Standards

1. Create PivotTables to summarize data.

Learning objectives

What you will learn as you master the competency:

- a. Import a text file.
- b. Create a PivotTable.
- c. Modify a PivotTable.
- d. Update a PivotTable.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- o learner imports a text file
- o learner creates a PivotTable
- o learner modifies a PivotTable
- o learner updates a PivotTable

2. Chart to assess trends and relationships.

Learning objectives

What you will learn as you master the competency:

- a. Create a chart.
- b. Customize a chart.
- c. Make a chart format reusable.
- d. Create a trend line.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- o learner creates a chart
- o learner customizes a chart
- o learner makes a chart format reusable
- o learner creates a trend line

3. Print reports to distribute information offline.

Learning objectives

What you will learn as you master the competency:

- a. Print a multiple-page worksheet.
- b. Set print titles to easily identify data on all pages.
- c. Change the page printing order.
- d. Print only selected data from a worksheet.
- e. Define print areas to print the same data repeatedly.

- f. Fit information onto a specific number of printed pages.
- g. Print charts with or without a worksheet.

Performance Standards

Competence will be demonstrated:

- o in completion of class assignments

Criteria - Performance will be satisfactory when:

- o learner prints a multiple-page worksheet
- o learner sets print titles to easily identify data on all pages
- o learner changes the page printing order
- o learner prints only selected data from a worksheet
- o learner defines print areas to print the same data repeatedly
- o learner fits information onto a specific number of printed pages
- o learner prints charts with or without a worksheet

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