EASTERN ARIZONA COLLEGE
Intermediate Microsoft Excel
Course Design
2014-2015

Course Information
Division: Business
Course Number: CMP 110Y
Title: Intermediate Microsoft Excel
Credits: 0.5 - 1
Developed by: Janice Lawhorn/Revised by Andy Shaver
Lecture/Lab Ratio: 0.5 Lecture = .5 Lecture/0 Lab
1 Lecture = 1 Lecture/0 Lab
Transfer Status: ASU NAU UA
Elective Credit Elective Credit Non Transferable
Activity Course: No
CIP Code: 11.0100
Assessment Mode: Pre/Post Test (15 Questions/15 Points)
Semester Taught: Upon Request
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing 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:*
- in completion of class assignments.

*Criteria - Performance will be satisfactory when:*
- learner prints a multiple-page worksheet.
- learner sets print titles to easily identify data on all pages.
- learner changes the page printing order.
- learner prints only selected data from a worksheet.
- learner defines print areas to print the same data repeatedly.
- learner fits information onto a specific number of printed pages.
- 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 Post-Test.

**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