EASTERN ARIZONA COLLEGE
Advanced Microsoft Excel
Course Design
2019-2020

Course Information

Division	Business
Course Number	CMP 110Z
Title	Advanced 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 advanced level functions of Microsoft Excel, a spreadsheet program.

Description

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

Supplies

Access to a personal computer or personal laptop

Competencies and Performance Standards

1. Use VLookup, HLookup, and Choose formulas

Learning objectives.

What you will learn as you master the competency:

a. Use VLOOKUP AND VLOOKUP exact match formulas.

b. Use HLOOKUP AND HLOOKUP exact match formulas.

c. Use the CHOOSE formula.

Performance Standards

Competence will be demonstrated:

- by demonstrating ability to use VLOOKUP
- by demonstrating ability to use HLOOKUP
- by demonstrating ability to use CHOOSE

Criteria - Performance will be satisfactory when:

- learner can demonstrate ability to use VLOOKUP
- learner can demonstrate ability to use HLOOKUP
- learner can demonstrate ability to use CHOOSE

2. Use and write conditional logic formulas.

Learning objectives

What you will learn as you master the competency:

a. Write IF statement and nested IF statements.

b. Write AND, OR, NOT formulas.

c. Write SUMIF formulas.

d. Use AVERAGEIF formulas.

e. Write COUNTIF formulas.

f. Write SUMPRODUCT formulas.

Performance Standards

Competence will be demonstrated:

- by demonstrating ability to apply conditional logic of IF statements
- by demonstrating ability to apply conditional logic of AND/OR/NOT
- by demonstrating ability to apply conditional logic of SUMIF
- by demonstrating ability to apply conditional logic of AVERAGEIF
- by demonstrating ability to apply conditional logic of COUNTIF
- by demonstrating ability to apply conditional logic of SUMPRODUCT

Criteria - Performance will be satisfactory when:

- learner can demonstrate ability to apply conditional logic of IF statements
- learner can demonstrate ability to apply conditional logic of AND/OR/NOT
- learner can demonstrate ability to apply conditional logic of SUMIF
- learner can demonstrate ability to apply conditional logic of AVERAGEIF
- learner can demonstrate ability to apply conditional logic of COUNTIF
- learner can demonstrate ability to apply conditional logic of SUMPRODUCT

3. Create and use PivotTables.

Learning objectives

What you will learn as you master the competency:

a. Create PivotTables.
b. Choose fields for PivotTables.
c. Modify the PivotTable layout.
d. Filter Pivot Tables
e. Modify PivotTable data.
f. Import a text file.
g. Pivot Charts

Performance Standards

Competence will be demonstrated:

- by creating a PivotTable
- by modifying a PivotTable
- by updating a PivotTable
- by importing text files
- by using Pivot Charts

Criteria - Performance will be satisfactory when:

- learner can create a PivotTable
- learner can modify a PivotTable
- learner can update a PivotTable
- learner can import text files
- learner can use Pivot Charts

4. Protect data and collaborate effectively.

Learning objectives

What you will learn as you master the competency:

a. Create workbook passwords.
b. Protect workbooks
c. Unlock cells.
D. Change document properties.
E. Share a workbook.
F. Track changes.
G. Accept/reject changes.
H. Mark a workbook as final.

Performance Standards

Competence will be demonstrated:

- by creating workbook password
- by protecting workbook and cells
- by applying document properties
- by creating a shared workbook

- o by being able to track changes, accept/reject changes, and mark as final

Criteria - Performance will be satisfactory when:

- o learner can create workbook password
- o learner can protect workbook and cells
- o learner can apply document properties
- o learner can create a shared workbook
- o learner can track changes, accept/reject changes and mark as final

5. Save workbooks and templates.

Learning objectives

What you will learn as you master the competency:

- a. Save a workbook as a previous version.
- b. Auto Recover save options.
- c. Create templates.
- d. Save a workbook as a PDF
- e. Save a workbook as a Web page.
- f. Macro-enable a workbook.

Performance Standards

Competence will be demonstrated:

- o by saving a previous workbook version
- o by using Auto Recovery
- o by using templates
- o by saving a workbook as a PDF, Web page and macro-enabled workbook.

Criteria - Performance will be satisfactory when:

- o learner can save a previous workbook version
- o learner can using Auto Recovery
- o learner can using templates
- o learner can save a Workbook as a PDF, Web page and macro-enabled workbook

6. Create and use macros.

Learning objectives

What you will learn as you master the competency:

- a. Explain the purpose of a macro.
- b. Record a macro
- c. Assign a macro to a button or shape.
- D. Run a macro upon opening a workbook.
- E. Inspect and modify a macro.

Performance Standards

Competence will be demonstrated:

- o by explaining the purpose of a macro
- o by recording a macro

- by assigning action for a macro
- by running a macro
- by reviewing and modifying a macro

Criteria - Performance will be satisfactory when:

- learner can understand the purpose of a macro
- learner can record a macro
- learner can assign action for a macro
- learner can run a macro
- learner can review and modify a macro

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