

**LAST REVIEW:**  
*(2009-2010)*

**NEXT REVIEW: 2014-15**  
*(2014-2015)*

**STATUS: A**  
*(A, I, D)*

**COURSE TITLE: Microsoft Specialist: Excel**

**COMMON COURSE NUMBER: CTS1225C**

**CREDIT HOURS: 3**

**CONTACT HOUR BREAKDOWN**

*(per 16 week term)*

**CLOCK HOURS:**  
*(Voc. Course ONLY)*

Lecture: **36**

Lab: **12**

Clinic:

Other:

**PREREQUISITE(S): CGS1060C or Placement**

**COREQUISITE(S):**

**PRE/COREQUISITE(S):**

**COURSE DESCRIPTION:**

This course teaches students advanced skills and design concepts for employing Microsoft Excel to organize and manipulate enterprise data. The course includes hands-on experiences with exercises and projects to provide students with a thorough working knowledge of Microsoft Excel. This course is valuable for anyone wanting to create and manipulate data, format data and content, create and modify formulas, present data visually, and collaborate on and secure data. The skills developed by students completing this course will help prepare them for the Microsoft Office Specialist Excel certification exam.

**UNIT TITLES**

1. Creating and Manipulating Data
2. Formatting Data and Content
3. Creating and Modifying Formulas
4. Presenting Data Visually
5. Collaborating on and Securing Data

**EVALUATION:**

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Evaluation instruments will include written and/or skills-based examination and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

**Common Course Number: CTS1225C**

**UNITS**

**Unit 1** Creating and Manipulating Data

General Outcome:

1.0 The student shall: be able to create and manipulate data.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Insert data by using AutoFill.
- 1.2 Ensure data integrity.
- 1.3 Modify cell contents and formats.
- 1.4 Change worksheet views.
- 1.5 Manage worksheets

**Common Course Number: CTS1225C**

**Unit 2      Formatting Data and Content**

General Outcome:

2.0 The student shall: be able to format data and content.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Format worksheets.
- 2.2 Insert and modify rows and columns.
- 2.3 Format cells and cell content.
- 2.4 Format data as a table.

**Common Course Number: CTS1225C**

**Unit 3      Creating and Modifying Formulas**

General Outcome:

3.0 The student shall: be able to create and modify formulas.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Reference data in formulas.
- 3.2 Summarize data by using a formula.
- 3.3 Summarize data by using subtotals.
- 1.4 Conditionally summarize data by using a formula.
- 3.5 Look up data by using a formula.
- 3.6 Use conditional logic in a formula.
- 3.7 Format or modify text by using formulas.
- 3.8 Display and print formulas.

**Common Course Number: CTS1225C**

**Unit 4 Presenting Data Visually**

General Outcome:

4.0 The student shall: be able to present data visually.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Create and format charts.
- 4.2 Modify charts.
- 4.3 Apply conditional formatting.
- 4.4 Insert and modify illustrations.
- 4.5 Outline data.
- 4.6 Sort and filter data.

**Common Course Number: CTS1225C**

**Unit 5 Collaborating on and Securing Data**

General Outcome:

5.0 The student shall: be able to collaborate and secure data.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Manage changes to workbooks.
- 5.2 Protect and share workbooks.
- 5.3 Prepare workbooks for distribution.
- 5.4 Save workbooks.
- 5.5 Set print options for printing data, worksheets, and workbooks