

I. COURSE INFORMATION

- A. Computer Science 130 Microsoft Excel
- B. 3 credit hours
- C. Freund, Steven and Joy Starks. *Microsoft Office 365 & Excel 2021: Comprehensive*. 1st ed. Cengage
- D. Prerequisites: None

II. COURSE DESCRIPTION

This course provides students with the skills to create and format professional workbooks, worksheets and charts to use in academic, business, or other environments.

III. LEARNING OUTCOMES

- A. Create a worksheet and a chart
- B. Understanding of formulas, functions, and formatting
- C. Knowledge of what-if analysis, charting, and working with large worksheets
- D. Analyzing data using formulas
- E. Knowledge of financial functions, data tables, and amortization schedules
- F. Create, sort, and query a table
- G. Work with multiple worksheets and workbooks
- H. Create templates, import data, and work with SmartArt, images, and screen shots
- I. Work with trendlines, pivottable reports, pivotchart reports, and slicers
- J. Formula auditing, data validation, and complex problem solving
- K. Use Macros and Visual Basic for applications (VBA) with Excel
- L. Collaboration features for workbooks

IV. MAJOR CONTENT AREAS

- A. Worksheet and chart creation
- B. Usage of formulas, functions and formatting
- C. Data importing, validation and problem solving

V. ASSIGNMENTS (may include but are not limited to)

- A. Quizzes and exams
- B. Discussions
- C. Software application projects

VI. EVALUATION METHODS (may include but are not limited to)

- A. Discussion participation
- B. Exams
- C. Software application assignments