ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Career and Technical Programs

COURSE: CSS 1200; Microsoft Excel-SP

Date: Fall 2011

Credit Hours: 1

Prerequisite(s):   None

Delivery Method: ☒ **Lecture**   **1 Contact Hours** (1 contact = 1 credit hour)

☐ **Seminar**   **0 Contact Hours** (1 contact = 1 credit hour)

☐ **Lab**   **0 Contact Hours** (2 contact = 1 credit hour)

☐ **Clinical**   **0 Contact Hours** (3 contact = 1 credit hour)

☐ **Online**

☐ **Blended**

Offered: ☒ **Fall**   ☒ **Spring**   ☒ **Summer**

IAI Equivalent –*Only for Transfer Courses*-go to *http://www.itransfer.org*:

CATALOG DESCRIPTION:
This introductory self-paced course offers hands-on, practical instruction in the use of the Microsoft Excel spreadsheet program. Students will learn how to analyze and chart data. A tutorial type of text is used. (Excel version 2010)

GENERAL EDUCATION GOALS ADDRESSED

[See the last page of this form for more information.]

Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

☐ To apply analytical and problem solving skills to personal, social and professional issues and situations.

☐ To communicate orally and in writing, socially and interpersonally.

☐ To develop an awareness of the contributions made to civilization by the diverse cultures of the world.

☒ To understand and use contemporary technology effectively and to understand its impact on the individual and society.

☐ To work and study effectively both individually and in collaboration with others.

☐ To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.

☐ To develop and maintain a healthy lifestyle physically, mentally, and spiritually.

☐ To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:

Upon completion of this course, the student will be able to:

1. create and edit a basic worksheet using the Microsoft Excel program
2. enter formulas and functions in a Microsoft Excel worksheet
3. apply formatting to a Microsoft Excel worksheet
4. create charts from a Microsoft Excel worksheet
5. use a Microsoft Excel worksheet to make decisions

Outcome 1– Students will be able to create and edit a basic worksheet using the Microsoft Excel program.

Competency 1.1 – Students will be able to create and navigate a basic worksheet in Microsoft Excel.

Competency 1.2 – Students will be able to use the fill handle to copy cell contents.

Competency 1.3 – Students will be able to format a worksheet by changing fonts, applying attributes, and changing alignments.

Competency 1.4 – Students will be able to name and use ranges in an Excel worksheet.

Competency 1.5 – Students will be able to insert rows, columns, and cells; delete rows, columns, and cells; and name and arrange worksheets in an Excel worksheet.

Outcome 2 – Students will be able to enter formulas and functions in a Microsoft Excel worksheet.

Competency 2.1 – Students will be able to insert formulas into an Excel worksheet.

Competency 2.2 – Students will be able to demonstrate their knowledge of the Order of Precedence in using formulas in Excel worksheets.

Competency 2.3 – Students will be able to insert functions in an Excel worksheet such as MIN, MAX, Average, and SUM.

Outcome 3 – Students will be able to apply formatting to a Microsoft Excel worksheet.
> Competency 3.1 – Students will be able to apply formatting to cells containing formulas and functions to display numbers in the appropriate format.
> Competency 3.2 – Students will be able to change column widths and row heights in Excel worksheets.
> Competency 3.3 – Students will be able to display formulas and functions in an Excel worksheet.

Outcome 4 – Students will be able to create charts from a Microsoft Excel worksheet.
> Competency 4.1 – Students will be able to identify types of charts and variations of charts available in Excel worksheets.
> Competency 4.2 – Students will be able to create a pie chart with chart title and chart labels, explode a piece of the chart and rotate the chart.
> Competency 4.3 – Students will be able to create a 3-D column chart in Microsoft Excel.

Outcome 5 – Students will be able to use a Microsoft Excel worksheet to make decisions.
> Competency 5.1 – Students will be able to apply the IF function in an Excel worksheet.
> Competency 5.2 – Students will be able to use the relative and absolute cell addresses in the use of the IF function.

COURSE TOPICS AND CONTENT REQUIREMENTS:
Create a basic worksheet in Excel
Formatting a worksheet
Formulas, Formatting, and Charts in Excel
Using what-if analysis and working with large worksheets

INSTRUCTIONAL METHODS:
Lab Assignments
Tutorials

INSTRUCTIONAL MATERIALS:
Computer with Microsoft Excel 2010

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:
Students will read chapters and perform hands-on tutorial and end of project lab exercises. Lab exercises and quizzes will serve as formative evaluations. One comprehensive exam will serve as a summative evaluation.

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

CSS 1200; Microsoft Excel-SP	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
For each competency/outcome place an "X" below the method of assessment to be used.	**Assessment Options**																															
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D						
Outcome 1– Students will be able to create and edit a basic worksheet using the Microsoft Excel program.								X	X											X												X
Outcome 2 – Students will be able to enter formulas and functions in a Microsoft Excel worksheet.								X	X											X												X
Outcome 3 – Students will be able to apply formatting to a Microsoft Excel worksheet.								X	X											X												X
Outcome 4 – Students will be able to create charts from a Microsoft Excel worksheet.								X	X											X												X
Outcome 5 – Students will be able to use a Microsoft Excel worksheet to make decisions.								X	X											X												X