10/24/2022 DATE

☐ REQUIRED COURSE
☑ ELECTIVE COURSE

Business DIVISION

☐ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CIS-094			TITLE: *(30 Characters Max)*		Excel				
SEM CR HRS:	2	Lecture:		2		Lab:	0		ECH:	2
Course Level:	☐ Gen Ed / IAI ☐ Baccalaureate /Non-IAI		☑ Career/Technical ☐ Dev Ed/ Not in Degree Audit			Clinical Practicum:	0	Work-based Learning 0	WBL ECH:	0
COURSE PCS #		12 - 27. 0301		IAI Code				Contact Hours (Minutes Per Week)		
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks 100	8 Wks	200
Prerequisites:										
Catalog Description: (40 Word Limit)	The basics of the Excel software package will be covered. This includes spreadsheet basics, formulas, functions, charting, data management, and collaborative tools.									

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
1 Understand Spreadsheets	1			
2 Working with Formulas and Functions	2			
3 Formatting a Worksheet	2			
4 Working with Charts	2			
5 Analyzing Data Using Formulas	3			
6 Managing Workbook Data	2			
7 Managing Data Using Tables	2			
8 Analyzing Table Data	3			
9 Automating Worksheet Tasks	2			
10 Enhancing Charts	2			
11 Performing What-if Analysis	2			
12 Analyzing Data with PivotTables	3			
13 Exchanging Data with Other Programs	2			
14 Sharing Excel Files	1			
15 Customizing Excel and Advanced Worksheet Management	1			
TOTAL	30	0	0	0

EVALUATION

QUIZZES ☑	EXAMS ☑	ORAL PRES ☐	PAPERS ☐
LAB WORK ☐	PROJECTS ☑	COMP FINAL ☐	OTHER ☐

COURSE MATERIALS

TITLE:	Microsoft Office 365 Excel 2016 Comprehensive Illustrated Series
AUTHOR:	Reding & Wermers
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	2017

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Understand Spreadsheets	1	1. Calculate formulas. Enter and edit labels, values, and simple formulas.
Working with Formulas and Functions	2	1. Use COUNT and COUNTA functions. Understand and copy relative and absolute cell references.
Formatting a Worksheet	2	1. Format values. Change font, font size, font style, and alignment. Adjust column width. Insert and delete rows and columns. Apply colors, patterns, and borders. Apply conditional formatting.
Working with Charts	2	1. Plan, create, move, resize, modify, format, and annotate a chart.
Analyzing Data Using Formulas	3	1. Format data using text functions. Sum a data range based on conditions. Consolidate data using a formula. Use IF, AND, OR, NOT, and PMT functions.

Managing Workbook Data	2	1. View and arrange worksheets. Protect worksheets and workbooks. Save custom views. Add a worksheet background. Prepare a workbook for distribution. Insert hyperlinks.
Managing Data Using Tables	2	1. Plan, create, and format a table. Add, find, replace, delete and sort table data. Use formulas in a table.
Analyzing Table Data	3	1. Filter a table. Create a custom filter. Use LOOKUP functions. Validate table data.
Automating Worksheet Tasks	2	1. Plan, enable, record, and run a macro.
Enhancing Charts	2	1. Customize a data series. Change a data source and add a chart style. Add chart elements. Enhance a chart.
Performing What-if Analysis	2	1. Generate a scenario summary. Project figures using a data table. Use Goal Seek and Solver.
Analyzing Data with PivotTables	3	1. Plan, design, and create a PivotTable report. Filter and sort PivotTable data. Use GETPIVOTDATA function.
Exchanging Data with Other Programs	2	1. Import a text file and database table. Insert a graphic file. Link and embed a workbook and chart.
Sharing Excel Files	1	1. Set up a shared workbook for multiple users. Track revisions. Work with XML.
Customizing Excel and Advanced Worksheet Management	1	1. Audit a worksheet. Control worksheet calculations. Group worksheet data. Work with cell comments. Crete a custom autofill list.
Insert New Line Above this Line		
	30	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:

• Identify the Excel window, open, create, edit, save and close spreadsheets, scroll and navigate worksheets, and print and preview a workbook.

• Understand how to format a worksheet.

• Understand how to work with formulas and functions.

• Understand how to work with charts and graphs

Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.