1. **COURSE TITLE\*: Excel**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: CSCI 2218**
3. **PREREQUISITE(S)\*: None COREQUISITE(S)\*:**
4. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3.0 LECTURE HOURS\*: 2.5**

**LABORATORY HOURS\*: .5 (1 Contact) OBSERVATION HOURS\*: 0**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

Introduction to spreadsheet software using adopted Microsoft Excel release edition to create, design, edit, and enhance spreadsheets and workbook, format worksheets and workbooks, working with and understand numerical data entry, basic formulas and functions, design charts, enhance with pictures and logos, secure and share data, in preparation for the Microsoft Excel Exam.

1. **LEARNING OBJECTIVES\*:**

Upon successful completion of the course, the student will be able to operate and perform advanced applications within spreadsheet design and editing software. The student will be able to:

* 1. Prepare an Excel workbook.
  2. Insert formulas in a worksheet in Excel.
  3. Format a worksheet in Excel.
  4. Enhance the view and print of a worksheet in Excel.
  5. Move data within and between workbooks in Excel.
  6. Maintain workbooks in Excel.
  7. Create charts and insert formulas in Excel.
  8. Add visual interest to workbooks in Excel.
  9. Demonstrate advanced formatting techniques in Excel.
  10. Demonstrate advanced functions and formulas in Excel.
  11. Demonstrate the ability to work within tables and data features an Excel.
  12. Summarize and consolidate data in Excel.
  13. Use data analysis features in Excel.
  14. Protect and share workbooks within Excel.
  15. Demonstrate the ability to create automated repetitive tasks and customize Excel.
  16. Demonstrate the ability to import, export, and distribute data within Excel.
  17. Prepare for the Microsoft Office Specialist Exam in Excel reflecting skills achieved using this application.
  18. Complete the Microsoft Office Specialist Exam in Excel reflecting skills achieved using this application.

1. **ADOPTED TEXT(S)\*:**

Cirrus 2.0 for Benchmark Series Microsoft Excel Levels 1 and 2 w/Microsoft Office 365 – 2019 edition

Authors: Rutkosky, Davidson, Roggenkamp, Rutkosky

Publisher: Paradigm Education Solutions

ISBN: 9798765748640

GMetrix Access Code will be provided by instructor.

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***
2. A fast, reliable Internet connection is required for access to Cirrus web-based training and assessment and access to student data files.
3. Microsoft Office Specialist (MOS) Exam Voucher purchased at Certiport or thru the SSCC business office.
4. Applicable Lab Fees.
5. Applicable exam sitting fees.
6. GMetrix Microsoft Office simulation software site license access code provided by instructor.
7. Current Cirrus access code for accessing online resources.
8. Computer Time: Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.
9. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

|  |  |
| --- | --- |
| Graded Content | Percentage |
| CIRRUS Training Tutorial Completion | 8% |
| CIRRUS Exercise Completion | 25% |
| CIRRUS Concept Exam Completions | 8% |
| CIRRUS Skills Check Completions | 15% |
| CIRRUS Project Completions | 15% |
| Discussions and BB IM Utilization Assignment | 4% |
| GMetrix Multi-Project Training and Testing (50 points each) | 14% |
| Final MOS Certification Test (1) 77-727 | 10% |
| Reflections Survey | 1% |
| TOTAL | **100%** |

1. **COURSE METHODOLOGY OR COURSE FORMAT: *(Course Syllabus – Individual Instructor Specific)***

*Can include any of the following:*

* 1. Portfolio of documentation representing skills and knowledge gained
  2. Hands on textbook applications and exercises for creating and designing various office application documents
  3. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.
  4. Integration of the various office applications

*Must include:*

1. Preparation for Microsoft Office Specialist (MOS) Exam using GMetrix
2. Completing of the Microsoft Office Specialist (MOS) Exam
3. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

Week 1: Level 1 Chapter 1 Course Learning Objective 1: Students create basic worksheets and apply basic formatting techniques in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 1.

Week 2: Level 1 Chapter 2 Course Learning Objective 2: Students will write formulas and functions using mathematical operators while developing the difference between relative and absolute references in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 2.

Week 3: Level 1 Chapter 3 Course Learning Objective 3: Students will format worksheets and individual cells, rows, and columns and learn to apply themes and how to hide and unhide rows and columns in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 3.

Week 4: Level 1 Chapter 4 Course Learning Objective 4: Students will enhance a worksheet by changing orientation, page size, inserting and removing page breaks, scaling data, insert headers and footers, and find and replace data in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 4.

Week 5: Level 1 Chapter 5 Course Learning Objective 5: Students will move data within and between workbooks, create formulas using named ranges, and demonstrate moving, linking, copying, and pasting data in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 5.

Week 6: Level 1 Chapter 6 Course Learning Objective 6: Students will maintain workbooks by creating folders, managing the option list, format sell styles, and insert hyperlinks in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 6.

Week 7: Level 1 Chapter 7 Course Learning Objective 7: Students will create charts and insert formulas within Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 7.

Week 8: Level 1 Chapter 8 Course Learning Objective 8: Students will add visual interest to workbooks by inserting images, special characters, symbols, shapes, text boxes, and smart art graphics within Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 1 - Chapter 8.

Week 9: Level 2 Chapter 1 Course Learning Objective 9: Students will apply advanced formatting formulas to spreadsheets in Microsoft Excel. Students will demonstrate certification preparedness by completing the Excel Multi-Project 1 Training and the Excel Multi-Project 1 Testing in GMetrix for Course Objective 17. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 2 - Chapter 1.

Week 10: Level 2 Chapter 2 Course Learning Objective 10: Students will apply advanced functions and formulas to spreadsheets using countif, averageif, sumif, vlookup, and hlookup in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 2 - Chapter 2.

Week 11: Level 2 Chapter 3 and Chapter 4 Course Learning Objective 11: Students will demonstrate the formatting and modifying of a table in Microsoft Excel. Students will demonstrate converting a table to a normal range and sub totaling related data. Students will demonstrate grouping and on grouping data. Methods for accessing include assigned CIRRUS and workbook activities, tests, and exams will be covered utilizing Level 2 – Chapters 3 and 4.

Week 12: Level 2 Chapter 5 Course Learning Objective 12: Students will utilize data analysis tools and will manage and integrate data by utilizing special pasting techniques, applying scenarios, and performing what if analysis within Microsoft Excel. Level 2 – Chapter 5.

Week 13: Level 2 Chapter 6 Course Learning Objectives 13 and 14: Students will protect and share workbooks within Microsoft Excel. Students will demonstrate certification preparedness by completing the Excel Multi-Project 2 Training and the Excel Multi-Project 2 Testing in GMetrix for Course Objective 17. Level 2 – Chapter 6.

Week 14: Level 2 Chapter 7 Course Learning Objective 15: Students will demonstrate automating repetitive tasks by using macros and created custom views and utilizing templates in Microsoft Excel. Methods for accessing include assigned CIRRUS and workbook activities and tests. Level 2 – Chapter 7.

Week 15: Level 2 Chapter 8 Course Learning Objective 16: Students will import, export and distribute data between Microsoft office applications. Students will demonstrate certification preparedness by completing the Excel Multi-Project 3 Training and the Excel Multi-Project 3 Testing in GMetrix for Course Objective 17. Level 2 – Chapter 8.

Week 16: Students will complete the Microsoft Office Specialist Excel (MOS) Exam at an approved Certiport testing center which is a competency based exam for Course Objective 18. Students will complete a Reflections Survey of the course.

\**Instructor will reserve the right to organize work to meet objectives of the course*.

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

Assignments will be evaluated according to instructor directives.

**16. OTHER INFORMATION\*\*\*:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.