Date: April 2006

I. Course Name: Expert Excel
Prefix and Number: CSC 138
Credit Hours and Contact Hours: 2 credit hours – 2 contact hours

Course Description:
This course is designed to instruct the student in Microsoft Excel at the expert level. Topics will include importing and exporting data, using templates, using multiple workbooks, formatting numbers, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, displaying and formatting data, using analysis tools, and collaborating with workgroups. Prerequisites: Students must be skilled with Excel at the Core level prior to taking this course.

I. Course Outcomes and Objectives
Learning Outcomes
Upon completion of the course the participant will be able to
Import and export data
Use templates
Use multiple workbooks
Format numbers
Print workbooks
Work with named ranges
Work with toolbars
Use macros
Audit a worksheet
Display and format data
Use analysis tools
Collaborate with workgroups

Relationship to Academic programs & curriculum
This course is an alternative to Core Excel for the A.S. IS, AAS IT and certificate major.

College competencies addressed in this course:
  Writing
  Reading
  Computer Literacy
  Problem Solving and Critical Thinking
  Professional Competency

III. Methods of Instruction
Types of Course materials
  1. Textbooks: appropriate text on a state-of-the-art office suite

Methods of Instruction
  1. Lecture
  2. Discussions
  3. Demonstrations
  4. Guided student laboratory exercises on computers
  5. Integrated projects
Assessment Measures
Activities will emphasize problem solving using Excel software.

Methods of Evaluation
The demonstration of the satisfactory achievement of the above learning outcomes will be the responsibility of the student, facilitated by the instructor. The department maintains a very open attitude and believes each instructor should determine the grading system and evaluation methods that will be used in his/her sections of the course. It is highly recommended that these be communicated to the students the first week of the semester, preferably in writing.

Among the evaluation methods that could be used are exams, quizzes, and assignment projects. Any grading system used must be consistent with the College Catalog and Middle States grading procedure. Course policies about attendance, late work, plagiarism, etc. are at the discretion of the instructor. If such policies exist, they must be communicated to the student, preferably in writing.

IV. General Outline of Topics Covered
Upon completion of the course the participant will be able to
- Import and export data
- Use templates
- Use multiple workbooks
- Format numbers
- Print workbooks
- Work with named ranges
- Work with toolbars
- Use macros
- Audit a worksheet
- Display and format data
- Use analysis tools
- Collaborate with workgroups