

Inver Hills Community College

BUS 1171: Introduction to Excel

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Introduces how to create spreadsheets using Excel. It focuses on techniques for creating, editing, formatting, and maintaining a spreadsheet efficiently. Students will learn to sort and manipulate data using formulas and functions. Students will also learn to create and modify charts in Excel.

B. COURSE EFFECTIVE DATES: 01/09/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Excel Interface 10%
2. Creating and manipulating data (20%)
3. Formatting data and Content 20%
4. Crating and modifying formulas 20%
5. Presenting data using charts 20%
6. Collaborating and Securing data 10%

D. LEARNING OUTCOMES (General)

1. Insert data by using AutoFill
2. Ensure data integrity
3. Modify cell contents and formats
4. Change Worksheet Views
5. Manage worksheets
6. Format worksheets
7. Insert and modify rows and columns
8. Format cells and cell content
9. Format data as a table
10. Reference data in formulas
11. Summarize data using a formula
12. Summarize data using subtotals
13. Conditionally summarize data by using a formula
14. Look up data by using a formula
15. Use conditional logic in a formula
16. Format or modify text by using formulas
17. Display and print formulas
18. Create and format charts
19. Modify charts
20. Apply conditional formatting
21. Insert and modify illustrations
22. Outline data
23. Sort and filter data
24. Manage changes to workbooks
25. Protect and share workbooks
26. Prepare workbooks for distribution
27. Save workbooks
28. Set print options for printing data, worksheets, and workbooks

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted