

Inver Hills Community College

BUS 1172: Intermediate Excel

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites:

BUS 1171 - Introduction to Excel; OR

BUS 1100 - Introduction to Business Applications and Computing

Corequisites: None

MnTC Goals: None

Introduces advanced features in Microsoft Excel. Students will learn to capture, format, calculate, analyze, and present data using advanced formulas, PivotTables and PivotCharts. Students will also learn to manage data ranges, tables, multiple workbooks, and automate tasks using macros. Prerequisites: BUS 1171 or BUS 1100 or consent of instructor.

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

C. OUTLINE OF MAJOR CONTENT AREAS

1. Capturing data (10%)
2. Calculating data by using advanced formulas (20%)
3. Managing Data ranges (20%)
4. Summarizing and Analyzing Data (20%)
5. Formatting Worksheet and Chart Contents (20%)
6. Managing Macros and User-Defined Functions (10%)

D. LEARNING OUTCOMES (General)

1. Restrict data entry by using data validation.
2. Link form controls to cells.
3. Import data from an external source.
4. Link to data in an external source.
5. Create formulas that combine Lookup & Reference and Statistical functions.
6. Create formulas that combine Date & Time, Text, and Logical functions.
7. Manage and reference defined names.
8. Audit formulas.
9. Consolidate data ranges.
10. Select and manipulate similar cells and objects.
11. Apply advanced filtering.
12. Protect data in a worksheet.
13. Create PivotTables and PivotCharts.
14. Modify PivotTable content.
15. Perform what-if analysis.
16. Create custom number formats.
17. Define advanced conditional formatting rules by using formulas.
18. Add visual elements to a chart.
19. Record and edit a macro.
20. Manage existing macros.
21. Create a user-defined function (UDF).

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted