



**MERCER**  
COUNTY COMMUNITY COLLEGE

# COURSE OUTLINE

<b>Course Number</b> CIS 105	<b>Course Title</b> Excel Basics	<b>Credits</b> 1
<b>Hours: Lecture/Lab/Other</b> 1/1/0	<b>Pre-requisite</b> ENG 033, MAT 037	<b>Implementation Semester &amp; Year</b> SPRING 2022

**Catalog description:**

Learn how to increase productivity by designing and organizing worksheets to solve problems. Students acquire a working knowledge of Excel with emphasis on formulas, charts, data analysis, printing, managing large worksheets, and integrating Excel charts and worksheets into Word documents and PowerPoint presentations.

**General Education Category:**  
**Not GenEd**

**Course coordinator:**  
Terry Voldase, Associate Professor of Computer Information Systems, 609-570-3481, voldaset@mccc.edu

**Required texts & Other materials:**

- Cirrus for Benchmark Series: Microsoft Excel 365/2019 Level 1
- Microsoft Office 2019 – free software provided by MCCC
- PC and Mac computers with software downloads permissions

**Course Student Learning Outcomes (SLO):**

*Upon successful completion of this course the student will be able to:*

1. Understand what spreadsheets are used for and specifically how to use the most important and common features of Microsoft Excel. (**Supports ILGs 2, 4, 11; PLOs 1, 2, 3**)
2. Use Microsoft Excel to solve business problems. (**Supports ILGs 2, 4, 11; PLOs 1, 2, 3**)
  - create a worksheet and workbook
  - print and save; headers & footers; gridlines; margins
  - chart and analyze data
  - use functions, create tables and manage large workbooks
  - apply what-if analysis
  - use financial, text, and transpose functions

## **Course-specific Institutional Learning Goals (ILG):**

**Institutional Learning Goal 2. Mathematics.** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

**Institutional Learning Goal 4. Technology.** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**Institutional Learning Goal 11. Critical Thinking:** Students will use critical thinking skills understand, analyze, or apply information or solve problems.

## **Program Learning Outcomes for Business Studies (A.A.S.) – Business Systems Concentration**

1. Understand basic accounting statements and their role in managing a business;
2. Acquire computer literacy and exposure to hardware, software, networking, databases, and ethical issues;
3. Apply financial concepts and tools to achieve personal goals.

### **Units of study in detail – Unit Student Learning Outcomes:**

#### **Unit I [Unit I Creating a Worksheet and Charting Data] [Supports Course SLO #1, 2]**

##### **Learning Objectives**

##### ***The student will be able to:***

- Create, Save and Navigate an Excel Workbook
- Enter Data in a Worksheet
- Construct and Copy Formulas and Use the SUM Function
- Format Cells with Merge & Center, Cell Styles and Themes
- Chart Data to Create a Column Chart and Insert Sparklines
- Print a Worksheet, Display Formulas, and Close Excel
- Check Spelling in a Worksheet
- Enter Data by Range
- Construct Formulas for Mathematical Operations
- Edit Values in a Worksheet
- Format a Worksheet

#### **Unit II [Unit II Using Functions, Creating Tables, and Managing Large Workbooks] [Supports Course SLOs #1, 2]**

##### **Learning Objectives**

##### ***The student will be able to:***

- Use SUM, AVERAGE, MEDIAN, MIN and MAX Functions
- Use COUNTIF and IF Functions and Apply Conditional Formatting
- Use Data & Time Functions and Freeze Panes
- Create, Sort, and Filter an Excel Table
- View, Format, and Print a Large Worksheet
- Navigate a Workbook and Rename Worksheets
- Enter Dates, Clear Contents, and Clear Formats
- Copy and Paste by Using the Paste Options Gallery
- Edit and Format Multiple Worksheets at the Same Time
- Create a Summary Sheet with Column Sparklines
- Format and Print Multiple Worksheets in a Workbook

**Unit III** [Unit III Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools]  
 [Supports Course SLOs #1, 2]

**Learning Objectives**

***The student will be able to:***

- Chart Data with a Pie Chart
- Format a Pie chart
- Edit a Workbook and Update a Chart
- Answer What-If Questions by Changing Values in a Worksheet
- Chart Data with a Line Chart

**Unit IV** [Unit IV Use Financial, Text, and Transpose Functions]  
 [Supports Course SLOs #1, 2]

**Learning Objectives**

***The student will be able to:***

- Use Financial Functions
- Use Text Functions to manipulate text within cells
- Use the Transpose Function to Shift the Vertical and Horizontal Orientation of an Array or Range on a Worksheet

**Unit V** [Managing Large Workbooks] [Supports Course SLOs #1, 2]

**Learning Objectives**

***The student will be able to:***

- Navigate and Manage Large Worksheets
- Enhance Worksheets with Themes and Styles
- Save Excel Data in Other File Formats

**Unit VI** [Unit VI Integrate Worksheets in Other Applications] [Supports Course SLOs #1, 2]

**Learning Objectives**

***The student will be able to:***

- Paste an image of an Excel chart into a Word document
- Paste an image of an Excel chart into a PowerPoint presentation
- Paste an Excel Worksheet (or portion thereof) into a Word document
- Paste an Excel Worksheet (or portion thereof) into a PowerPoint presentation
- Paste an Excel Chart or Spreadsheet with a Link to the Source Worksheet

**Evaluation of student learning:**

**Grade Criteria:**

<b>Overall Evaluation</b>	<b>Assessment</b>
50%	Exams
50%	Homework and Projects

**Grading:**

<b>Letter Grade</b>	<b>Nominal %</b>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	60-69
F	00-59