Department:

Business

Course Description:

This course focuses on Microsoft Excel spreadsheet concepts and applications and using the spreadsheet as a tool in processing information. (Note: Students who have already completed BUS 133 cannot take this course.)

Course Competencies:

Upon completion of the course, the student should be able to:

1. Define and explain spreadsheet concepts and terminology.
2. Create, edit, and format a worksheet.
3. Enter formulas and functions to perform spreadsheet calculations.
4. Create and format charts.

Course Content:

A. Creating a Worksheet and Charting Data
   1. Create, save, and navigate a Microsoft Excel workbook
   2. Enter and edit data in a worksheet
   3. Construct and copy formulas, use the sum function, and edit cells
   4. Format data, cells, and worksheets
   5. Close and reopen a workbook
   6. Chart date
   7. Use page layout view, prepare a worksheet for printing, and close Excel
   8. Design a worksheet
   9. Construct formulas for mathematical operations
   10. Format percentages and move formulas
   11. Create a pie chart and a chart sheet

B. Managing Workbooks and Analyzing Data
   1. Create and save a workbook from an existing workbook
   2. Navigate a workbook and rename worksheets
   3. Enter dates, clear contents, and clear formats
   4. Move, copy, and paste cell contents
   5. Edit and format multiple worksheets at the same time
   6. Create a summary sheet
   7. Format and print multiple worksheets in a workbook
   8. Design a worksheet for what-if analysis
   9. Perform what-if analysis
   10. Compare data with a line chart
C. Using Functions and Tables
   1. Use SUM, AVERAGE, MEDIAN, MIN, and MAX functions
   2. Use COUNTIF and IF functions, and apply conditional formatting
   3. Use a date function
   4. Freeze panes and create an Excel table
   5. Format and print a large worksheet
   6. Use financial functions
   7. Use goal seek
   8. Create a date table

Learning Assessments:

Course competencies will be assessed by written and hands-on activities and assignments.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.