Syllabus

CSC 135 Core Excel

General Information

Date

June 28th, 2018

Author

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Department

Computing Sciences

Course Prefix

CSC

Course Number

135

Course Title

Core Excel

Course Information

Credit Hours

1

Lecture Contact Hours

1

Lab Contact Hours

0

Other Contact Hours

0

Catalog Description

This course is designed to teach the student Excel, a Microsoft Office application software product. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Office Specialist) certification test upon completion. Topics covered include creation of worksheets, workbooks, graphing, formula creation and collaboration. This course is considered an introductory course; however, familiarity with Windows including Win file management is highly recommended before taking this course.

Key Assessment

This course does not contain a Key Assessment for any programs

Prerequisites

None

Co-requisites
None

Grading Scheme
Letter

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category
None

FLCC Values

Institutional Learning Outcomes Addressed by the Course
None

Course Learning Outcomes

Course Learning Outcomes

1. Create, save, format and print worksheets and workbooks

2. Demonstrate features offered by the application

3. Create a "what-if" scenario

4. Insert and modify graphics

5. Create and format charts

6. Create and preview the worksheet as a Web page

7. Collaborate on workbooks:
   Compare and Combine workbooks

Outline of Topics Covered

I. Introduction to Microsoft Excel application features

II. Creating Worksheets and Workbooks with Microsoft Excel

III. Formatting and Organizing worksheets

IV.   Using Functions and Formulas

V.   Special Worksheet Formats

VI. Working with Templates, Styles and Charts

VII. Collaboration and sharing