PREREQUISITES:

University Requisite: None

Other: There is not a formal prerequisite to this course, but it is highly suggested that students have had some experience using Microsoft Excel prior to taking this course.

COURSE OVERVIEW:

This course will expose students to an in-depth application of the Microsoft Office suite of products, most specifically targeting the capabilities of Excel. The student will go beyond just solving problems by allowing students to package and use information to drive decisions and influence thought.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

Manzo, Joseph M. *How to Use Microsoft Excel: The Careers in Practice Series (Version 1.1).* Washington, DC. Flatworld Knowledge, 2014.
[ISBN: 9781453348765]

REQUIRED SOFTWARE/RESOURCES:

Required Software:
Microsoft Office 2010 (2013 or later preferred). Office must include Word, Excel, Access, and PowerPoint).

Required Resources:
While it would be helpful to have **internet** access to complete many of the lessons, it is not required. Alternative directions are provided in the textbook that request the student research on the internet or use the internet in the lesson.

Students will need a computer that has a **printer** attached or has a printer available to it, since all lessons will be printed and turned in to the instructor. A color printer would be helpful, but not required.

Students will need the ability to save their work in some fashion, either on a **removable drive** like a CD or USB drive (flash drive or be able to save lesson work on the computer hard drive itself. Lessons will build upon each other and students will need to refer to previous work occasionally to complete future lessons in the course.

NUMBER OF LESSONS:

The course has 14 lessons. These lessons include:
- Lessons 1–3: Excel Fundamentals
- Lessons 4–6: Mathematical Computations
- Lesson 7: Midcourse Examination Information
- Lessons 8–10: Logical and Lookup Functions
- Lessons 11–13: Presenting Data with Charts
- Lesson 14: Final Examination Information

TYPES OF WRITING ASSIGNMENTS:

There are fourteen required lessons in this course, twelve of which include similar writing assignments and related sections:
- The section **Entering, Editing and Managing Data** includes the required steps for completing the lesson.
- The last section, **Submitted Assignment**, lists what needs to be submitted to the instructor for grading.

In all cases, the lesson will be printed for submission. Be certain to take notice on how (one page, two pages, etc.) each lesson should be printed for submission.

GRADING CRITERIA:

Your final grade for this course will be determined as follows:

Lesson 1	30 points
Lesson 2	50 points
Lesson 3	100 points
Lesson 4	30 points
Lesson 5	50 points
Lesson 6	100 points
Lesson 7 (Midterm Examination)	200 points
Lesson 8	30 points
Lesson 9	50 points
Lesson 10	100 points

Lesson 11	50 points
Lesson 12	50 points
Lesson 13	100 points
Lesson 14 (Final Examination)	200 points
Total Points	**1,140 points**

Grading criteria will include thoroughness of the lesson (all steps were followed, all required elements included, and accuracy of the work), and all required parts of the lesson are included appropriately (all parts are included and printed correctly as described).