JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION AND OFFICE SYSTEMS

COURSE SYLLABUS

Course Prefix and Number	CIS 137
Course Title	Technical Excel
Curriculum	Computer Information & Office Systems
Lecture	1
Lab	0
Credit Hours	1
Prerequisites	CIS126

Catalog Description

This course is designed for students in technical and construction majors. They will learn specific, advanced Microsoft Excel skills that are commonly utilized by professionals in those fields. The topics addressed are needed for success in the required courses for the construction program.

Course Objectives: See attached.

Prepared by:

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Dept. of CIOS
2/09

Reviewed by:

Ram Raghuraman
Department Chairperson Date

STUDENT MATERIALS

A. Textbook

TBA

B. Other Required Materials

None

C. Student Evaluation (Type of Grading)

A. PROJECTS

Students will be expected to complete a variety of practice exercises utilizing the Microsoft Excel application.

B. PAPERS (no. of pages, expository writing done outside of class required and graded in addition to essay examinations):

None

C. EXAMS AND WHAT TYPE:

Comprehensive two-part Final Exam; multiple choice over terms and concepts and then a hands-on practical over the lab topics.

Week/Days	Topic or Class Activity	Teaching Aids or Special Instruction
1	Customizing the Excel Workspace, naming cells, Autocorrect, specialty print options, conditional formatting	
2	Creating and utilizing named ranges, sorting tables, use of group and outline features to hide and unhide data, querying tables, working with multiple worksheets and workbooks	
3	Nested IF, VLOOKUP, HLOOKUP, Goal Seek amortization tables, What-if Analysis	
4	Debugging worksheets with cell selection and tracing, creating templates, advanced filtering	
5	Creating and naming criteria ranges and final exam	

OBJECTIVES

At the end of the course the students will be able to:

1. The student will learn and demonstrate the use of advanced Microsoft Excel techniques to design and layout custom worksheets and workbooks.
2. The student will demonstrate the use of advanced formulas and functions for the creation of technical worksheets and workbooks.
3. The student will demonstrate the use of advanced tools for analyzing, sorting and organizing data.
4. The student will learn and demonstrate knowledge of advanced Excel terminology and functions.