



## BCIS 85 - Microsoft Excel for Windows

### Catalog Description

**Transfer Status:** CSU

**Unit(s):** 3.00

**Lecture:** 34.00 Contact hours/68.00 Out of class hours/102.00 Total hours/2.00 Unit(s)

**Lab:** 51.00 Contact hours/0.00 Out of class hours/51.00 Total hours/1.00 Unit(s)

**Total:** 85.00 Contact hours/68.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

**Course Description:** This course covers a recent version of Microsoft Excel (full desktop version) for students who have an understanding of computers and desire comprehensive knowledge of spreadsheets. Course content includes creating, formatting, and maintaining worksheets; using logical and financial formulas and functions; creating and modifying charts; using visual enhancements; working with tables and data tools; creating xlookup reference functions; and creating pivot tables.

### Objectives

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

1. Create, enhance, edit, save, open, print, and close a Microsoft Excel worksheet.
2. Use logical and financial formulas and functions in creating simple and complex worksheets related to a business environment.
3. Demonstrate the use of a variety of chart styles; insert, move, size, and delete a chart; edit chart data series; and change chart design, layout, and location.
4. Create visually interesting worksheets through the use of pictures, clipart, shapes, symbols, special characters, screenshots, textboxes, watermarks, and diagrams.
5. Apply advanced features and formatting techniques for more effective data analysis, including conditional formatting, custom sorts, data filtering, creating and editing pivot tables, and consolidating data.
6. Perform advanced tasks such as create templates, create macros and perform macro editing in VBA, perform What-If analyses, import, and export data.
7. Determine and apply appropriate problem solving techniques.

### Course Content

#### Topic Titles / Suggested Time Topic

##### Lecture

<u>Topics</u>	<u>Lec Hrs</u>
Creating and Formatting a Worksheet	4.00
Basic Formulas in a Worksheet	5.00
Creating and Customizing Charts and Graphs	3.00
Advanced Formatting Techniques and Templates	4.00
Sorting and Filtering Data	4.00
Advanced Formulas and Functions	6.00
Spreadsheet Analysis Tools	4.00
Summarizing and Consolidating Data	4.00

**Total Hours: 34.00**

##### Lab

<u>Topics</u>	<u>Lab Hrs</u>
Creating and Formatting a Worksheet	6.00
Basic Formulas in a Worksheet	8.00
Creating and Customizing Charts and Graphs	5.00
Advanced Formatting Techniques and Templates	6.00
Summarizing and Consolidating Data	6.00
Sorting and Filtering Data	6.00
Advanced Formulas and Functions	8.00
Spreadsheet Analysis Tools	6.00

**Total Hours: 51.00**

## Methods of Instruction

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- A. Discussion
- B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- C. Instructor Demonstrations
- D. Lecture

## Methods of Evaluation

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- A. Projects
- B. Homework
- C. Class participation
- D. Written Assignments
- E. Performance Examinations

## Examples of Assignments

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### Reading Assignments

1. Read the chapter about preparing worksheets and complete the chapter Projects and Skills Assessments.
2. Read the chapter about using formulas and complete the Skills Assessments at the end of that chapter.

### Writing Assignments

1. Reflect on the various strategies we have learned to examine and analyze data. Write a 1-2 page paper detailing three or more of these strategies and providing examples of data or situations where each would be useful.
2. Write about your three favorite features of Microsoft Excel in a 1-2 page paper, including specifically what you like best about these features and how you will use them in the workplace or in your other classes. Be prepared to discuss this assignment in class.

### Out-of-Class Assignments

1. Locate information on four vehicles for sale and create a spreadsheet listing each car's make, model, year, and price. Create a hyperlink on the model information to the car's listing on the dealer or reseller's listing. Add columns for your fictional down payment amount, loan amount, interest rate, and loan term. Use a PMT function to calculate the monthly payments. Format the spreadsheet using appropriate column headers, alignment, font formatting, and number formatting.
2. Create a worksheet using an If function to calculate a 10% bonus earned by the salespeople who met their sales quota for the first quarter of this year. Use an absolute cell reference for the bonus percentage.

## Recommended Materials of Instruction

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Rutkosky, Nita, et. al. (2023). Microsoft Excel 365, Benchmark Series, Levels 1&2. *Paradigm Education Solutions, 2023*. 9781792473128.  
Nordell, Randy and Kathleen Stewart. (2021). Microsoft Excel 365 Complete: In Practice. *McGraw-Hill, 1st*. 9781266773495.

## Minimum Qualifications

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Computer Science (Masters Required)  
Office Technologies

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**Created/Revised by:** Kelley, Michelle

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