

- A. Computer Literacy (COMP-102) primarily covers the Microsoft Office applications (Word, Excel and PowerPoint) utilized extensively in the professional world. Due to the large variety of course topics, there are only several assignments related to Excel, a spreadsheet application used extensively in the business world. As a result, students leave Computer Literacy understanding the basics of Excel, while lacking the requisite business-related knowledge in advanced topics including pivot tables.

Excel proficiency is one of the top skills valued by employers in multiple business functions including finance, marketing, and operations. Having advanced Excel skills gives professionals an advantage in the job market.

Additionally, the course will also help students pass the beginning and advanced Microsoft Excel related certification exams which fall under the Microsoft Office Specialist (MOS) umbrella, if desired. According to Certiport, the company that facilitates MOS exams, "Students who earn MOS certifications have been shown to earn higher GPAs, graduate at a higher rate, and get higher-paying jobs. "
(<https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Success-stories.aspx>)

- B. Students will use their computer lab time to complete hands-on Excel assignments. They will also use the computer lab to take practice exams for the MOS Excel exams.
- C. This course may transfer as a one-credit technological competency or business elective dependent on the transfer institution.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. Business Elective

V. Outline of Course Content

1. Manage Worksheets and Workbooks
2. Manage Data Cells and Ranges
3. Manage Tables and Table Data
4. Perform Operations by using Formulas and Functions
5. Manage Charts
6. Manage Workbook Options and Settings
7. Manage and Format Data
8. Create Advanced Formulas and Macros
9. Manage Advance Charts and Tables

VI. A. Course Learning Outcomes:

At the completion of the course, students will be able to:

1. Use appropriate mathematical and statistical concepts and operations to interpret data and solve business-related problems using Microsoft Excel. (GE-2)
2. Use computer systems or other appropriate forms of technology to develop advanced business-related skills in Microsoft Excel. (GE-4)
3. Gather and concisely display data in a variety of different chart formats and layouts. (GE-IL)
4. Develop the skills to pass the associate and expert exams in Microsoft Excel

B. Assessment Instruments

The following assessment methods may be used:

1. Projects (Required)
2. Exams (Required)
3. Presentations (Required)
4. Reading quizzes (Required)
5. Class Participation

VII. Grade Determinants

These factors may enter into the determination of the final grade:

- A. Projects
- B. Tests
- C. Quizzes
- D. Class Presentations
- E. Students will earn extra credit for passing certification exams.

The primary formats, modes, and methods for teaching and learning that may be used in the course:

- A. Lecture/discussion
- B. Small-group work
- C. Computer-assisted instruction
- D. Student oral presentations
- E. Student collaboration
- F. Independent study

VIII. Texts and Materials

No textbooks are required

Other Resources:

Web based resources that cover advanced Microsoft Excel concepts and MOS certification exam requirements including hands-on business-related projects.

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

What specific or unusual resources (such as library, computer, or laboratory resources) does the College presently have that will be necessary for the course? What additional resources will be needed? List the resource:

- 1) Computer lab required

X. Check One: Honors Course N/A