

MICROSOFT EXCEL - BASIC & SPECIALIST CERTIFICATE GUIDE

PROGRAM GOAL

Essential Microsoft Excel skills are developed and practiced such that students establish a basic competency of and employability in working with Excel.

ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL levels 5/6

LEARNING OUTCOMES

- Perform fundamental operations using Microsoft Excel.
- Define basic spreadsheet concepts and terms.
- Use simple macros, formulas, functions, and lists.

MICROSOFT EXCEL - BASIC (45 - 90 Hours)

COURSE	COURSE TITLE	HRS	CRN	M T W R F S	TIME	START	END
COMP 9900	Microsoft Excel for Business I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9904	Microsoft Excel for Business II	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	OR COMP 9867 MS Excel Essentials I	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	COMP 9895 MS Excel Essentials II	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	COMP 9888 MS Excel Essentials III	15		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

ADVISORY ENTRANCE REQUIREMENTS

Eligibility for noncredit ESL levels 5/6

PROGRAM GOAL

Advanced Microsoft Excel skills are developed and practiced such that students gain a solid competency of Excel and capable of passing employment testing in this area.

LEARNING OUTCOMES

- Perform complex operations using Microsoft Excel.
- Integrate Microsoft Excel with accounting principles.
- Use spreadsheet software to make everyday business calculations.
- Create financial statements using Microsoft Excel.

MICROSOFT EXCEL - SPECIALIST (TOTAL HOURS 135)

COURSE	COURSE TITLE	HRS	CRN	M T W R F S	TIME	START	END
COMP 9909	Microsoft Excel for Business III	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
COMP 9932	Excel for Accounting Principles	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
BOSS 2500	Business Math w/Spreadsheets I	45		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			