

Excel 2019 - Level II
CI301

Hours: In Class 40 Clinical 0 Total 40

Description

This course is for those wishing to learn Intermediate-level coverage of Excel 2019 & 365 (combine this course with Excel 2019 level I and III for comprehensive learning and If you are interested in certification, this course will also help prepare you for the Specialist level of the Microsoft Office Specialist: Excel Associate certification examination). This course comes with a MOS practice exam. In the course, you will use Microsoft Excel 2019 to become effective in the workplace, at school, or at home. The skills you will acquire in this course can make you more valuable to your employer, and the FlexTrack format allows you to complete the course on your schedule!

Prerequisites

Must have completed CI300 - Excel 2019 - Level I

Books

Excel 2019 & 365: Level II

- ISBN: 978-1-64061-119-1 (Included)

Learning Objectives

1. Apply and customize themes, create and use cell styles, apply cell borders and fills, create custom number formats, customize page setup, and edit document properties
2. Identify date serial numbers, apply custom date formatting, enter times, create functions using dates, perform date and time calculations, create and edit conditional formatting rules
3. Create financial functions, create one- and two-variable data tables, use the What-IF Analysis tools, use and understand Goal Seek
4. Use functions to format text, create formulas using nested functions, create conditional functions using IF and IFS criteria, and use 3-D cell references in formulas
5. Create formulas using lookup functions, use the Outline feature, create subtotals, and use the Quick Analysis tool

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include individual instruction and demonstration.

Evaluation Methods

A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions and tests. Instructors maintain Performance Records in the students folders and students may review them to keep track of their points.

Grading Policy

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A course grade of D does not qualify the course as a prerequisite to other courses.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.



While participation is not graded, MNTC expects the student to utilize either the lab or home computer as needed for completion of assignments.

While attendance is not considered for grade, students should attend the lab for assistance and make a schedule to complete all assignments.