



EXCEL 365 ESSENTIALS

Course Outline

BRIEF COURSE DESCRIPTION

This course covers essential Excel features, worksheet formatting and management, and effective use of formulas and functions, equipping students with the skills to proficiently navigate and utilize Excel for various personal and professional tasks.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows, 11 preferred.
- Recommended: Microsoft 365 Introduction

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Create, save, share, and print Excel worksheets.
- Format text, numbers, and cells effectively.
- Use formulas and functions for calculations.
- Create and customize charts.
- Manage and manipulate worksheet data.
- Utilize Excel for personal budgeting and professional data analysis.

REQUIRED COURSE MATERIALS

- Computers that can run Microsoft 365
- Internet access

COURSE DURATION

28 hours

HOMEWORK DURATION

8 hours

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led Lectures combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.