

OAKTON COMMUNITY COLLEGE  
GENERIC COURSE SYLLABUS

Note: Not yet final, the Outline of Certification Topics may change somewhat as we get closer to April

I.	<u>COURSE</u>	<u>COURSE</u>				
	<u>PREFIX</u>	<u>NUMBER</u>	<u>COURSE NAME</u>	<u>CREDIT</u>	<u>LECTURE</u>	<u>LAB</u>
	<b>CAB</b>	<b>138</b>	<b>Excel Certification Preparation</b>	<b>1</b>	<b>1</b>	<b>1</b>

II. CLASS SCHEDULE (FALL 2011):

Thursday nights 630pm – 950pm, Room 2633, Des Plaines Campus  
Dates: April 5, 2012 through May 10, 2012

III. PREREQUISITE:

Prerequisite: Recent completion of CAB 135 or consent of instructor.

IV. COURSE (CATALOG) DESCRIPTION:

Course offers an intensive review of the methods and techniques which should be on the Microsoft MCAS Certification Exam for Excel. This will include taking actual sample exam questions under both an untimed and timed environment.

V. LEARNING OBJECTIVES:

Upon completion of the course, the student will be prepared to take the Microsoft EXCEL MCAS Certification Exam.

The principle underlying the course is that, while you learned most of the Excel subjects that should be on the [Microsoft](#) exam when you took CAB135, it is difficult during the actual exam to remember all the steps to take to solve a particular problem, as well as where all the options are on the [Ribbons and Toolbar, and how you use those options](#). These are critical issues when taking the exam, since it has a tight time limit, and if you don't know immediately how to get to the various options to get a required task done, as well as how to do the task, your chances to pass the exam are greatly diminished.

So in this course you will be revisiting and retrying all the techniques you learned in CAB135, but in the context of how to quickly get to the correct [Ribbon options](#) and other interfaces in order to accomplish each task, as well as deeper insight into how to actually accomplish the task. We will do each of the tasks multiple times. These are the tasks that have the highest probability of being on the Exam.

## VI. ACADEMIC INTEGRITY :

Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits:

- cheating,
- plagiarism (turning in work not written by you, or lacking proper citation),
- falsification and fabrication (lying or distorting the truth),
- helping others to cheat,
- unauthorized changes on official documents,
- pretending to be someone else or having someone else pretend to be you,
- making or accepting bribes, special favors, or threats, and
- any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years.

Details of the Code of Academic Conduct can be found in the Student Handbook.

## VII. Security

In response to Columbine and the NIU tragedies police agencies in Illinois have developed training for law enforcement and the public school systems. These Nationally accepted law enforcement response plans have been adopted by Oakton's Public Safety Department. Your actions will influence others, therefore Oakton is asking you as a student to:

- Stay calm
- Secure the immediate area; lock, block, & barricade
- Call 911 and:
  - Report your specific location
  - Number of people at your location
  - Injuries
  - Assailants, location, number, race, gender, clothing, physical features, type of weapon
- Side Note: There is a phone for emergency purposes placed in each classroom.

## VIII. OUTLINE OF CERTIFICATION TOPICS:

- A. Excel Essentials
  1. Working in the Excel Window
  2. Working with an Existing Workbook
- B. Creating and Editing a Workbook
  1. Creating a Workbook
  2. Populating a Worksheet with Data
  3. Cutting, Copying, and Pasting Data

4. Editing a Workbook's Properties
5. Printing a Worksheet
6. Saving a Workbook for the First Time
- C. Formatting Cells and Ranges
  1. Inserting and Deleting Cells
  2. Manually Formatting Cell Contents
  3. Copying Cell Formatting with the Format Painter
  4. Formatting Cells with Styles
  5. Working with Hyperlinked Data
  6. Applying Conditional Formatting to Cells
  7. Clearing a Cell's Formatting
- D. Worksheet Formatting
  1. Working with Rows and Columns
  2. Using Themes
  3. Modifying a Worksheet's on-Screen and Printed Appearance
  4. Inserting Headers and Footers
  5. Preparing a Document for Printing
- E. Managing Worksheets
  1. Organizing Worksheets
  2. Working with Multiple Worksheets
  3. Using Zoom and Scroll to Change On Screen View
  4. Finding and Replacing Data
  5. Locating Data with the Find Command
  6. Replacing Data with the Replace Command
- F. Working with Data
  1. Ensuring your Data's Integrity
  2. Sorting Data
  3. Filtering Data
  4. Subtotaling Data
  5. Setting up Data in Table Format
- G. Using Basic Formulas and Functions
  1. Building Basic Formulas
  2. Using Cell References in Formulas
  3. Using Cell Ranges in Formulas
  4. Summarizing Data with Functions
  5. Using Formulas to Create Subtotals
  6. Controlling the Appearance of Formulas
- H. Using More Advanced Formulas
  1. Using Formulas to Conditionally Summarize Data
  2. Using Formulas to Look up Data in a Workbook
  3. Adding Conditional Logic Functions to Formulas
  4. Using Formulas to Format Text
  5. Using Formulas to Modify Text
- I. Creating Charts from Your Data
  1. Building Charts
  2. Formatting a Chart with a Quick Style
  3. Manually Formatting the Parts of a Chart
  4. Modifying a Chart

- J. Adding Pictures and Shapes to a Worksheet
  - 1. Inserting Pictures
  - 2. Adding Shapes
  - 3. Copying or Moving a Graphic
  - 4. Formatting Graphics
- K. Securing and Sharing Documents
  - 1. Securing Your Work Before Sharing It with Others
  - 2. Distributing a Workbook by E-Mail
  - 3. Tracking Changes to a Workbook
  - 4. Adding Comments to a Workbook
  - 5. Printing Comments

IX. METHODS OF INSTRUCTION:

Demonstrations with concurrent hands-on, assignments, quizzes, and practice exam questions, both timed and un-timed.

X. COURSE PRACTICES REQUIRED:

Course will be fast-paced with a heavy emphasis on “repetition”, to reinforce the steps necessary to quickly get to the dialog boxes and other interfaces necessary to get each exam task done.

XI. INSTRUCTIONAL MATERIALS:

Students will need to have a USB drive.

Students, unless they already have the textbook, may want to purchase the textbook for the course. Optionally, they may want to (but do not have to) purchase the key to a test preparation software package.

Students will receive teacher prepared handouts.

**TEXTBOOK (OPTIONAL):** [New Perspectives, Microsoft Office Excel 2010, Comprehensive Parsons / Oja / Ageloff / Carey, Thomson Course Technology, 2011.](#)

**SOFTWARE:** EXCEL (latest version)

XII. METHODS OF EVALUATING STUDENT PROGRESS:

Evaluation will be based on attendance and participation, as well as how well you do on the practice exam questions, and on the actual Microsoft exam.

XIII. OTHER COURSE INFORMATION:

Software users! Copying software is in violation of Federal law and College policies. Suspected violations will be vigorously investigated and if warranted, appropriate penalties applied.

Specifically, you do not have the right to:

- 1. Make copies of software for yourself or others.
- 2. Receive and use unauthorized copies of software.
  - Students are expected to attend all classes.
  - Work will not be accepted after the due date unless previous authorization is given by your instructor.
  - Grading:

- 50% completion of assignments and quizzes
- 50% practice exam questions

MCAS Certification:

Successful completion of this course will help prepare you for the Microsoft Office **Certified Application Specialist (MCAS)** Exam in Excel. Oakton Community College does not guarantee that you will pass the **MCAS** exam after completing this course. If you do not pass the **MCAS** exam, you cannot retake this course for free.

Note that if you take the **MCAS** Certification Exam at Oakton, you get to take one practice exam, then take the actual exam. If you do not pass the actual exam the first time, you can take it a second time at no extra charge. The fee amount at the time of this writing was \$65, although the school reserves the right to change the fee. Note that you are not limited to just two attempts to pass the exam, but the third and subsequent attempts would each require you to pay the fee again. Also, for the third and subsequent attempts, you must wait at least seven days between each attempt.

Other Information:

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Learning Center. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

Other Information

Effective beginning term: Fall 2008 end term: \_\_\_\_\_  
 (term) (year) (term) (year)

Syllabus prepared by: Floyd Aylin  
 Reviewed by Dept/program chair: Doris V. Gronseth Date: \_\_\_\_\_  
 Approved by Dean: Bob Sompolski Date: \_\_\_\_\_