Course Name: Excel Basic  
6 Hours

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| **Course Description:**   |  | | --- | | This course is designed to provide you with the tools you need to use Microsoft Excel in the workplace, at school, or at home. This comprehensive course focuses not only on concepts, but also how to apply those concepts. If you are interested in certification, this course will help to prepare you for the Specialist level of the Microsoft Office Specialist certification examinations. |   **Prerequisites:**Students should be familiar with personal computers and the use of a mouse and keyboard.  **Curriculum Resources: books, etc.** Microsoft Office Excel 2016: Part 1 (Desktop/Office 365)  **Course Goals & Objectives:** By the end of this course, the student should be able to:   |  | | --- | | 1. Navigate the Excel User Interface.  2. Perform calculations.  3. Modify a worksheet.  4. Format a worksheet.  5. Print workbooks.  6. Manage workbooks. | |

**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.

**Evaluation Methods:**

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 100% attendance and completion of all assigned activities.

**Grading Policy:**

Student success is based on participation in class activities and the completion of exercises. 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, activities and assignments.

S = Satisfactory  
U = Unsatisfactory  
A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

**Participants Responsibilities:**

To ensure a quality and safe learning environment, students are required to follow the Student Behavior policy found online at <https://www.middeltech.com/student-services/student-handbook>/.