Course Name: Excel Intermediate  
6 Hours

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| **Course Description:**   |  | | --- | | Build on the skills introduced in Excel Basic and learn to use multiple worksheets, linking and workbooks efficiently as well as more advanced formatting options. You will also learn how to create outlines and subtotals. This course will also cover more advanced charting techniques, such as creating and using PivotTable and PivotChart using Excel data, file sharing, template creation. |   **Prerequisites:**Excel Basic or equivalent experience..  **Curriculum Resources: books, etc.** Microsoft Office Excel 2016: Part 2  **Course Goals & Objectives:** By the end of this course, the student should be able to:   |  | | --- | | 1. Work with functions. 2. Work with lists. 3. Analyze data. 4. Visualize data with charts. 5. Use PivotTables and PivotCharts | |

**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>/.