



## **Course Name: Introduction to Excel**

Module CA-4: Computerized Accounting

### **Course Description:**

In this program the students will learn basic computer operations. They will be learning the fundamentals of MS Excel, including how to use spreadsheets, how to set up and sort data, how to print financial information and charts, and how to insert worksheets and calculate numeric functions.

### **Course Length: 25 hours**

### **Text Book:**

Handouts prepared by Instructor

### **Method of Evaluation**

- Participation 20%
- Practical exercises 40%
- Excel Exam 40%
- You must achieve 65% on the final exam

### **Course Objectives: Knowledge**

The graduate will have a working knowledge of all the features and functions of Excel

1. Basic understanding of Workbooks, Worksheets and Files
2. Understand the ability of Excel to work with formulas, present data, and its usefulness as a problem-solving tool

### **Course Objectives: Skills**

The graduate will be able to use Excel in the workplace to present information

1. Ability to create a worksheet
2. Ability to present data in Excel
3. Ability to work between software applications to record data

## Curriculum Outline

<b>Week 1</b>	<ul style="list-style-type: none"><li>3. Getting Started with Excel</li><li>2. Practicum- Following instructions and moving around in Excel</li><li>4. Creating a Workbook</li><li>2. Practicum- Creating a workbook</li><li>1. Practicum- Competing various exercises using Excel</li><li>4. Excel Functions</li></ul>
<b>Week 2</b>	<ul style="list-style-type: none"><li>4. An overview of Excel formatting</li><li>1. Practicum – Formatting</li><li>1. Practicum – Completing various exercises using Excel</li><li>3. Exam</li></ul>
<b>Week 3</b>	
<b>Week 4</b>	
<b>Week 5</b>	

### Instructor Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_