



## **CAPS 121 – Microsoft Excel (Tech Prep Section 2 of 4)**

Course Outline

Fall 2021 – 10 weeks

Dual Credit @ McGraw High School  
McGraw High School: 607.836.3601  
Office Hours/Planning: M – F, Period 1, 2

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### **Course Objectives:**

1. To present a general overview of the background and development of today's computer systems as viewed by the user.
2. To provide an understanding of software and hardware components of a microcomputer.
3. To provide experience in performing operations using Microsoft Excel including; inputting, calculations, graphs and working with Draw Objects.

### **Required Text and Materials:**

1. Microsoft Office Excel 2017 Suite Series. (Approved and required through Tompkins-Cortland Community College). Cengage Learning.
2. One (1) three-ring binder with pockets for submitting assignments, labeled with your first and last name.

### **Course Description:**

This course will serve as an introduction to the operation and uses of a spreadsheet management program. Topics covered will parallel the objectives and outlines as recommended for Precision exams as well as the text as listed above. We will focus learning on: the creation, modification, and formatting of worksheets, printing, analyzing data, presenting data professionally, performing calculations, and applying the knowledge to complete case problems and cumulative projects.

All projects must be original with documented resources. Homework will require the use of computers and accessibility to the Internet. Home computers are allowed providing you have compatible software.

### **Prerequisites:**

Eleventh grade status and successful completion of Math A, and English 9 & 10.

**Course Components:**

<b>Unit</b>	<b>Session</b>	<b>Lab Requirements</b>
A	Getting Started with Excel 2017	HANDS-ON Practices, Application, Skills Reviews All Case Problems
B	Working with Formulas and Functions	HANDS-ON Practices, Application, Skills Reviews All Case Problems
C	Formatting a Worksheet	HANDS-ON Practices, Application, Skills Reviews All Case Problems
D	Working with Charts	HANDS-ON Practices, Application, Skills Reviews All Case Problems
E	Analyzing Data Using Formulas	HANDS-ON Practices, Application, Skills Reviews All Case Problems
F	Managing Workbook Data	HANDS-ON Practices, Application, Skills Reviews All Case Problems
G	Managing Data Using Tables	HANDS-ON Practices, Application, Skills Reviews All Case Problems
H	Applications and Final Exam	Exam on Office 2017

**Grading Procedures:****\*Grading Procedures:**

Daily Applications/Research/Quizzes	30%
Tests/Oral Presentations/Projects	60%
Participation/Attendance	10%
<b>Total</b>	<b>100%</b>

**\*Final Averages:**

1 <sup>st</sup> Semester	40%
2 <sup>nd</sup> Semester	40%
Final Exam	20%
<b>Total</b>	<b>100%</b>

\*Alternative Assessment Rubrics are used as tools for measuring student achievement. Copies of all assessment rubrics will be given at the beginning of the year.