

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG
UNIFORM COURSE SYLLABUS**

Name of Course: Advanced Excel

Course No. BTEC 204

Department: General Business

Division: Business & Economics

I. Course Objectives

Upon successful completion of the course, students should be able to:

Navigate within Excel worksheets and edit worksheets.

Work with Excel's financial formulas and functions.

Format a sales report.

Create various charts.

Sort data within an Excel worksheet.

Use PivotTables and Pivot Charts.

Create a workbook template.

Create a lookup table and use Excel's lookup functions.

Trace and fix formula errors.

Collaborate on an Excel workbook and web page.

Create macros.

Use data to perform analyses.

Use Solver to find solutions and create an answer report.

Import data into an Excel workbook.

Retrieve data from the World Wide Web and use hyperlinks to view information.

Use the Visual Basic Editor to view and write macros

II. Topics to Be Studied

Formulas and Functions

Pivot Tables and Charts

Templates

Lookup

Macros

Visual Basic Editor

Internet

Updated Spring 2003

Integration with Microsoft Office

III. Special Projects to Be Included in Course

Hands-on Applications

IV. Methods of Student Evaluation

Hands-On Advanced Excel Applications of Assessments

V. Assessment of Outcomes

Successful demonstration of Advanced Excel competencies at 75 percent or above accuracy.

VI. Other Information

None Applicable.