

Timed Topic Outline for 2 Hour Excel Course

8:00am – 8:25am	Chapter 1: Getting acquainted with Excel	Pg 12 – 17
	<ul style="list-style-type: none">• Worksheet Grid• Beyond the spreadsheet	
8:25am – 8:50am	Chapter 2: Formatting Worksheets	Pg 141-145
	<ul style="list-style-type: none">• Selecting cells with the mouse• Selecting cells with the keyboard• Selecting cells with go to	
8:50am – 9:00am	Break	
9:00am – 9:15am	Chapter 5: Printing Worksheets	Pg 273-278
	<ul style="list-style-type: none">• Selecting Printer• Previewing the printout• Using page break preview	
9:15am – 9:30am	Chapter 6: Lookup, Information & Formulas	Pg 409-413
	<ul style="list-style-type: none">• Looking up a single value• Performing a two-way lookup• Using lookup wizard	
9:30am – 9:40am	Break	
9:40am – 10:00am	Chapter 7: Excel and the Web	Pg 693-697
	<ul style="list-style-type: none">• Saving spreadsheets as a Web page• Saving part of a spreadsheet• Editing spreadsheet web pages	

Additional Documentation:

1. Reference manual of Microsoft Office Excel 2003 by Greg Harvey (**if the reference materials are in common use, then submittal of those references are not required**);
2. PowerPoint presentation (**if developed for the course**);
3. Handouts for the students (**if developed for the course**); etc.

The above timed topic outline is an **example** only. There are many ways for you to create your own timed outline substantially equal to the one above.

The course timed topic outline shall arrange the actual course content as it is to be presented in class, breaking down the content of the course into detail: major topics, sub-topics, and the time allotted for each section. If a reference text is used, please cite those reference sections in the timed topic outline. The course must be taught in substantially the same manner represented to the department by this outline.

Note: Please remember that one hour of continuing education credit equals 50 minutes of actual instruction time. Additional time spent on registration, attendance verification, pre-course announcements, completion of the course roster and evaluations should not be included when calculating the classroom time for purposes of determining the number of classroom hours.