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## CMPT 1102: Intermediate Excel

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### EFFECTIVE DATE

### DEPARTMENT

Computers - City Centre  
**DESCRIPTION**

Expand your knowledge of Excel worksheets. Intermediate topics include: working with dates and date math, using data series and Autofill, and using 3-dimensional workbooks. Learn how to create decision-making formulas using the IF function. Build charts using the Chart Wizard and graphics capabilities. Experience with Excel is essential. Introduction to Excel recommended (7 hours)

### CREDITS

### YEAR OF STUDY

0.0

### PREREQUISITES

None

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

None

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

### HOURS

Lab: 8

### INSTRUCTIONAL STRATEGIES

## GRADING SYSTEM

Letter Grade (A-F)

## PASSING GRADE

## EVALUATION PLAN

None

## COURSE TOPICS

None

## LEARNING RESOURCES

None

### Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:  
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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### Broadway campus

1155 East Broadway  
Vancouver, B.C. Canada  
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### Downtown campus

250 West Pender Street  
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### Annacis Island campus

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