

CATALOG INFORMATION

Dept and Nbr: CS 261.11A Title: SELF-PACED MS EXCEL L1
Full Title: MS Self-Paced Excel Level 1
Last Reviewed: 3/26/2001

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 173.2A

Catalog Description:
Individualized instruction using Excel software program. Beginning level course designed for the general user. Topics include definition and use of a spreadsheet, creating a spreadsheet, entering values and calculating formulas.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Individualized instruction using Excel software program. Beginning level course designed for the general user. Topics include definition and use of a spreadsheet, creating a spreadsheet, entering values and calculating formulas. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:		Effective:	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

The student will:

1. Create worksheets
2. Develop formulas
3. Edit, save, and print
4. Design formats

Topics and Scope:

1. Moving around the worksheet
2. Using function keys
3. Entering labels
4. Editing a cell entry
5. Using the help system
6. Entering values
7. Entering formulas
8. Saving, retrieving, and printing worksheets
9. Inserting rows and columns

Assignment:

Course assignments to be provided by department faculty.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations
40 - 70%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items

Exams
10 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE

Other Category
10 - 30%

Representative Textbooks and Materials:

Microsoft Excel 2000 Level 1, Courseware 7203-1, MasterTrak Pro Series, 2000