CS 161.11A Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 161.11A Title: INTRO MS EXCEL, LEVEL 1
Full Title: Intro to MS Excel, Level 1, for Office Professionals
Last Reviewed: 11/27/2000

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	4	Lecture Scheduled	32.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	32.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00 Total Student Learning Hours: 96.00

Title 5 Category:	AA Degree Applicable
Grading:	P/NP Only
Repeatability:	34 - 4 Enrollments Total
Also Listed As:	
Formerly:	BOT 162.3A

Catalog Description:
In this introductory Excel class students get started with Excel; create modify, print, and format worksheets; work with basic formulas and functions; use multiple worksheets; enhance worksheets; use styles and AutoFormats; and work with charts. (Formerly BOT 86.27)

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this introductory Excel class students get started with Excel; create, modify, print, and format worksheets; work with basic formulas and functions; use multiple worksheets; enhance worksheets; use styles and AutoFormats; and work with charts.(Formerly BOT 86.27). (P/NP Only)
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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
The student will be able to:
1. Get started with Excel 2000
2. Create worksheets
3. Modify worksheets
4. Format worksheets
5. Print worksheets
6. Work with basic formulas and functions
7. Use multiple worksheets
8. Enhance worksheets
9. Use styles and Autoformats
10. Work with charts

Topics and Scope:

1. Getting Started with Excel 2000
   Exploring spreadsheet uses
   Defining workbooks and worksheets
   Moving around worksheets
   Selecting ranges
   Exploring toolbars and menus
2. Creating Worksheets
   Creating new workbooks
   Entering data and text
   Using the AutoComplete feature
   Entering numbers and dates
   Editing data
   Saving and closing new workbooks
3. Modifying Worksheets

Locating and opening existing workbooks
Copying worksheet data
Copying data using the clipboard, AutoFill, and drag and drop
Moving, cutting and pasting worksheet data
Copying and moving data from multiple sources
Deleting data and reversing actions
Reversing actions
Saving workbooks with different names

4. Formatting Worksheets
Inserting and deleting rows and columns
Changing column widths and row heights
Using AutoFit
Using numeric, accounting and currency, percent, comma, and date formats
Changing the alignment of data
Using conditional formatting

5. Printing Worksheets
Previewing print jobs
Using page break preview
Defining page setup options
Changing print size and margins
Creating headers and footers
Printing worksheets

6. Working with Basic Formulas and Functions
Using formulas
Creating formulas
Editing formulas
Using cell references
Using functions
Using AutoSum
Using the paste function feature
Using AutoCalculate

7. Using Multiple Worksheets
Working with multiple worksheets
Inserting and deleting worksheets
Moving and copying data between worksheets
Moving and copying worksheets
Grouping worksheets
Creating 3-dimensional formulas
Renaming worksheets
Previewing and printing multiple worksheets

8. Enhancing Worksheets
Enhancing text and font attributes
Changing text and font attributes
Adding and modifying borders
Shading ranges
Creating and modifying 3-dimensional objects
Inserting, resizing, and moving pictures

9. Using Styles and AutoFormats

10. Working with Charts
Creating, formatting, modifying and changing charts
Repositioning legends

Resizing and moving charts
Editing chart data
Placing and modifying data tables in charts
Printing charts

Assignment:

Completion of exercises and drills.

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 problem solving assessments and 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.

Application problems	Problem solving 20 - 50%

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

Software functions	Skill Demonstrations 20 - 75%

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

None	Exams 0 - 0%

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

Attendance, class participation, staying on task.	Other Category 5 - 30%

Representative Textbooks and Materials:
Excel, Module I, ComputerPrep, 1998