CIS 61.31 Course Outline as of Spring 1992

CATALOG INFORMATION

Dept and Nbr: CIS 61.31 Title: MICROSOFT EXCEL
Full Title: Using Microsoft Excel
Last Reviewed: 3/23/2015

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	3.50		Contact DHR	61.25
		Contact Total	5.50		Contact Total	96.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00 Total Student Learning Hours: 166.25

Title 5 Category:	AA Degree Applicable
Grading:	Grade or P/NP
Repeatability:	04 - Different Topics
Also Listed As:	
Formerly:	

Catalog Description:
A lecture/lab course in the use of Microsoft Excel software. Topics covered range from the fundamentals of Excel's three major uses (spreadsheets, database and graphics) through the advanced use of functions, data commands macros and enhanced graphics capabilities. Additionally, data transfer, data linking and spreadsheet/database integration will be covered.

Prerequisites/Corequisites:

Recommended Preparation:
CIS 81.5 or equivalent experience with microcomputers.

Limits on Enrollment:

Schedule of Classes Information:
Description: A lecture/lab course in the use of Microsoft Excel software. Topics covered range from the fundamentals of Excel's three major uses: spreadsheets, database & graphics. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: CIS 81.5 or equivalent experience with microcomputers.

Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Different Topics

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Spring 1992	Inactive:	Fall 2020
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Make effective use of the Excel basic command menus.
2. Apply at least six elementary functions and four advanced functions.
3. Apply and use relative and absolute cell addressing.
4. Apply a minimum of six cell formats.
5. Apply proper design techniques to simple and multi-component worksheets.
6. Make effective use of all the data transfer features provided in Excel
7. Design, prepare, and utilize a database in Excel.
8. Identify and use the data commands, logic operators and graphics capabilities of Excel.
9. Create at least 4 kinds of graphics.
10. Solve problems using moderately complex criteria using relational and logic operations.

Topics and Scope:

1. Introduction to Excel
   a. Worksheet compnents
   b. Rows, columns, cells, cell addressing
   c. Types of data-numbers, labels, formulas, functions
   d. Moving about the worksheet
   e. Editing the contents of a cell
2. Basic commands and concepts
   a. The Excel menu system - access and use
   b. Creating formulas - operators, design, implementation
   c. Commands:
      - Copy, Cut, Paste

- Formatting, Alignment
- Insertion and deletion of rows and columns
- Setting column width
- Windowing

d. File handling:
- Save as...
- Save
- Open

e. Printing:
- Print range
- Page setup
- Print dialog

f. Cell addressing - Relative, Absolute, Range Names

g. Functions
- Statistical - SUM, AVERAGE, MIN, MAX, COUNT
- Logical - IF
- Data reference - VLOOKUP,HLOOKUP
- Date and Time - NOW, DATE, DATEVALUE

h. Worksheet design
- General concepts and requirements
- Multi-component, relational conditions

3. a. Advanced functions
- Math - ABS, INT. EXP, SQRT, ROUND
- Financial - PMT
- Data reference - CHOOSE

b. - Database Design
- Database functions - DSUM, DCOUNT, DAVG
- Database manipulation
  sorting
  query operations
  relational operations

c. Graphics
- Use and design
- Enhancements

d. Advanced data commands
- Data tables
- Data distribution
- Data fill
- Data parse

e. Advanced file operations
- File import and export
- File linking
- File merging

Assignment:

1. Reading - approximately 30 pages per week
2. Discussion in class
3. Solving assigned problems at the computer
4. Create written reports as assigned

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.

Homework problems, Field work, Lab reports, Quizzes, Exams	Problem solving 20 - 60%

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

Class performances, Field work, Performance exams	Skill Demonstrations 10 - 20%

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

Multiple choice, True/false, Matching items, Completion, SHORT ANSWER	Exams 20 - 30%

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

None	Other Category 0 - 0%

Representative Textbooks and Materials:
Cobb, Douglas, and Allan McGuffey, Microsoft Excel 3 Companion Microsoft Press, 1991