

CATALOG INFORMATION

Dept and Nbr: BOT 162.3A 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:

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
10 - 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