BOT 162.3A Course Outline as of Spring 2001

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	l	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