CS 61.11A Course Outline as of Spring 2010

CATALOG INFORMATION

Dept and Nbr: CS 61.11A   Title: MS EXCEL, CORE
Full Title: Microsoft Excel, Core
Last Reviewed: 3/27/2023

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50		Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50		Lab Scheduled	0	6	Lab Scheduled	0
			Contact DHR	1.50		Contact DHR	26.25
			Contact Total	2.50		Contact Total	43.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BOT 73.13A

Catalog Description:
This course emphasizes creating, editing, formatting and printing Excel worksheets, workbooks, charts and web pages, using functions and formulas, and worksheet analysis.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: This course emphasizes creating, editing, formatting and printing Excel worksheets, workbooks, charts and web pages, using functions and formulas, and worksheet analysis. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

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:	Fall 2000	Inactive:
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Explain the functions of Excel 2007 windows and applicable terminology
2. Create, modify, format, edit, and print workbooks
3. Produce worksheets using Excel's pre-built functions; create formulas
4. Create, format, manipulate and print charts
5. Create and publish web pages
6. Construct formulas using Absolute, Relative and Mixed Cell Referencing
7. Use Logical, Financial, Statistical, Database, and Lookup functions
8. Explain Arithmetic operations and order of math precedence
9. Prepare a worksheet analysis using What If, and Goal Seek
10. Create Data and Amortization tables
11. Manipulate large multi-sheet workbooks
12. Create Web and External Data Queries
13. Produce worksheets using Workbook Security and Protection
14. Organize data using Database Functions; Filtering and Sorting, Data Validation
15. Evaluate worksheets using Proofreading tools
16. Research Excel topics using Excel Help

Topics and Scope:

1. Worksheets and Charts
   a. Start and exit Excel
   b. The worksheet window/Excel terminology
   c. Open, save, close, and print workbooks
   d. Enter text, values, and formulas
   e. Document properties
   f. SUM and AutoCalculate functions
   g. Formatting worksheets
   h. Copy and Paste
   i. Excel Help

2. Functions, Formulas, Formatting, and Web Queries
   a. Edit and format worksheets
   b. Print and Print Preview
   c. Average, Max, and Min functions
   d. Range Finder and Verifying formulas
   e. Conditional Formatting
   f. Page Layout (orientation, margins, headers and footers)
   g. Web queries and External Data
   h. Manipulate columns and rows
   i. Spellcheck, Find and Replace
   j. Arithmetic operations and order of math operations
   k. Advanced formatting (themes, backgrounds, styles)

3. Formulas, Charting, and Large Workbooks
   a. Advanced charting
   b. Fill series
   c. Freeze/Unfreeze cells
   d. Absolute, Relative, and Mixed Cell Referencing
   e. The IF function
   f. Date and Time functions
   g. Format Painter
   h. Formatting Numbers and Dates
   i. Working with Multiple worksheets
   j. Creating, naming and working with Ranges
   k. Worksheet Analysis - What If and Goal Seek
   l. Creating Web Pages

4. Financial Functions and Data Tables
   a. Financial Functions (PMT, FV, etc.)
   b. Data and Amortization tables
   c. Formula checking
   d. Security; Worksheet and Workbook Protection
   e. Hide/Unhide
   f. Print Options

5. Data Tables - Sorting and Filtering
   a. Creating and working with Data tables
   b. Filtering, Sorting, Subtotals, and Data Validation
   c. Database Functions
   d. Lookup Functions
   e. Save with Different Formats

Assignment:

1. Completion of exercises and drills.
2. Submission of assignments to an online drop box.
3. Design a final project based on a chosen business problem, synthesizing and applying at least 15 features used in class.
4. Multiple choice quizzes or tests, taken online.
5. Attendance and participation in classroom and/or online environment.
6. Reading 30 pages per week.

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

Problem solving 20 - 50%

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

Software functions and formatting

Skill Demonstrations 40 - 50%

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

Multiple choice, True/false, Matching items, Completion, Production exams

Exams 5 - 20%

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

Attendance and participation

Other Category 0 - 10%

Representative Textbooks and Materials:

Excel 2007 Comprehensive Concepts and Techniques. Shelly, Cashman, Quasney. Thomson/Course Technology Publishing, 2008.