

Course Outline

COURSE: ACCT 121 DIVISION: 50 ALSO LISTED AS: CSIS 121

TERM EFFECTIVE: Fall 2019 CURRICULUM APPROVAL DATE: 04/09/2019

SHORT TITLE: SPREADSHEET-MS EXCL

LONG TITLE: Spreadsheet - MS Excel

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
3	18	Lecture:	3	Lecture:	54
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	3	Total:	54

COURSE DESCRIPTION:

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course has the option of a letter grade or pass/no pass. Also listed as CSIS 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Create a spreadsheet with column and row headings, calculations, and totals, and format it with colors, fonts, and images.

Measure of assessment: projects, homework, quizzes

Year assessed, or planned year of assessment: 2015

2. Modify a spreadsheet, changing column/row widths, copying formulas with absolute and relative references.

Measure of assessment: homework, projects

Year assessed, or planned year of assessment: 2010

3. Create, modify, format, preview and print spreadsheets with charts and graphs.

Measure of assessment: homework, projects, quizzes

Year assessed, or planned year of assessment: 2015

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 04/09/2019

Supervised instruction will increase student skills in creating spreadsheets.

Before coming to class, read the lecture chapters, and research material for using MS Excel in the class.

WEEK HOURS CONTENT

1-3 6 Lecture:

Overview of spreadsheets.

Overview of Excel window.

Working with cells: Entering text, dates, and numbers.

Using undo, redo, and clear.

Editing, deleting, formatting, finding cells, rows, and columns

Homework: Read the chapters related to these lectures and do end of chapter homework.

Create simple spreadsheets, using different types of data, such as text, dates and numbers.

Use spreadsheet commands to modify and format cells, rows and columns.

4-6 6 Lecture:

Working with files.

Using open, save, save as and other file commands.

Creating folders and e-mailing files.

Using templates, worksheets, and workbooks.

Homework:

Read the chapters related to these lectures and do end of chapter homework.

Use spreadsheet file commands, including save, save as, templates, and worksheets.

7-9 6 Lecture:

Formatting worksheets

Formatting numbers, aligning cell contents.

Applying font changes: type, size, and colors.

Formatting tables with colors and borders.

Modifying formats.

Homework:

Read the chapters related to these lectures and do end of chapter homework.

Do the homework for formatting cells and tables.

10-12 6 Lecture:

Using formulas in spreadsheets.

Working with operators and order of precedence.

Using absolute and relative cell references.

Creating and copying formulas with absolute and relative cell references.

Freezing and splitting worksheet display.

Hiding and unhiding rows and columns.

Displaying formulas and checking results.

Homework:

Read the chapters related to these lectures and do end of chapter homework.

Create spreadsheets that use arithmetic operations to do calculations.

Use both absolute and relative cell references and copy formulas.

Freeze and split worksheet displays. Hide and unhide rows and columns.

Display formulas and check results.

13-15 6 Lecture:

Using charts and objects.

Previewing, modifying, and printing charts.

Using chart wizard to create a chart.

Inserting, moving, and deleting an object.

Creating and modifying lines and charts.

Homework:

Read the chapters related to these lectures and do end of chapter homework.

Create charts and objects in a spreadsheet.

Modify, move, and delete these objects and charts.

16-18 6 Lecture:

Import data from text files and other applications.

Export spreadsheet data in different formats and for different applications.

Credit, edit, and apply templates

Use multiple workbooks,

Use custom number formatting and conditional formatting.

Homework:

Read the chapters related to these lectures and do end of chapter homework.

Import and export spreadsheet data using several

formats and applications.

Set up a spreadsheet using workbooks.

Use custom number formatting and conditional formatting.

STUDENT PERFORMANCE OBJECTIVES:

Weeks 1-3

Students learn how to enter, modify, and format cells, and other cell commands. Students learn how to format, delete, and insert rows and columns.

Week 4-6

Student learn file commands related to Excel, such as saving, retrieving, and mailing files. Students learn how to use templates, worksheets, workbooks, and e-mailing files.

Weeks 7-9

The students learn how to format tables, including cells and whole tables.

Weeks 10-12

The students become quite proficient in doing arithmetic calculations in spreadsheets. The students are able to use both absolute and relative cell references and do copying of formulas.

Weeks 13-15

The students learn how to create, modify, preview and print charts. The students learn how to create and modify objects.

Weeks 16-18

The students learn how to export and import data from other applications. The students learn how to use workbooks. The students learn how to use custom formatting and conditional formatting.

METHODS OF INSTRUCTION:

Lecture, computer demonstrations, handouts.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Create simple spreadsheets, using different types of data, such as text, dates and numbers. Use spreadsheet commands to modify and format cells, rows and columns. Do the homework for formatting cells and tables.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Create spreadsheets that use arithmetic operations to do calculations. Use both absolute and relative cell references and copy formulas. Demonstrate how to: Freeze and split worksheet displays. Hide and unhide rows and columns. Display formulas and check results.

Required Outside Hours: 12

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Create charts and objects in a spreadsheet. Modify, move, and delete these objects and charts. Prepare for midterm.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Demonstrate how to import and export spreadsheet data using several formats and applications. Set up a spreadsheet using workbooks. Use custom number formatting and conditional formatting.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Perform formatting using themes. Utilize the use of zoom tools.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Such as: entering time information in Excel, entering date and time calculations, and using conditional formatting.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Such as: using functions to modify text, creating conditional functions using IF criteria, and troubleshooting formulas.

Required Outside Hours: 12

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Utilize the lookup function. Demonstrate the quick analysis tool. Prepare for midterm.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Such as: demonstrating how to work with tables, including the special features.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Such as: demonstrating the use of financial functions and utilizing the What-IF analysis tool.

Required Outside Hours: 8

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Such as: creating, working with, and filtering PivotTables. Creating PivotCharts.

Required Outside Hours: 12

Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Such as: inserting and viewing comments and adding alternative text to objects for accessibility.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 0.00 %

This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily: Involves skill demonstrations or problem solving

Problem-solving assignments

Percent of total grade: 30.00 %

30% - 60% Homework problems; Lab reports; Quizzes; Exams

Skill demonstrations

Percent of total grade: 40.00 %

40% - 70% Class performance; Performance exams

Objective examinations

Percent of total grade: 10.00 %

10% - 30% Multiple choice; True/false; Matching items; Completion

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 36

Assignment Description: Complete assigned exercises at the end of the chapter.

REPRESENTATIVE TEXTBOOKS:

Alex Scott. Microsoft Excel 2016: Comprehensive. Berkeley, CA: Labyrinth Learning,2016.

ISBN: 591368465

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200830

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: ACCT

CSU Crosswalk Course Number: 121

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000604153

Sports/Physical Education Course: N

Taxonomy of Program: 050200