Course Outline

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

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

SHORT TITLE: SPREADSHEET-MS EXCL

LONG TITLE: Spreadsheet - MS Excel

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>18</td>
<td>Lecture: 3</td>
<td>Lecture: 54</td>
</tr>
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<td></td>
<td></td>
<td>Lab: 0</td>
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<td></td>
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<td>Total: 3</td>
<td>Total: 54</td>
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COURSE DESCRIPTION:

This computer spreadsheet software course uses a hands-on Introduction to the computer spreadsheet software. A approach to learning terms, commands, and applications of a hands-on approach to learning terms, commands, and spreadsheet program. It includes creating spreadsheets that utilize formulas, graphing, formatting, database features, and financial business calculations for decision making. This course has the option of a letter grade or pass/no pass. Also listed as ACCT 121. ADVISORY: CSIS 1 or CSIS 2 or basic keyboarding skills.

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
   05 - Hybrid
   72 - Dist. Ed Internet Delayed
STUDENT LEARNING OUTCOMES:
1. Create and modify a spreadsheet, changing column/row widths, copying formulas with absolute and relative references.
Measure of assessment: projects, homework, exams
Year assessed, or planned year of assessment: 2019
Semester: Fall

2. Create Excel graphs from a variety of data.
Measure of assessment: homework, projects, exams
Year assessed, or planned year of assessment: 2019
Semester: Fall

3. Create and utilize database tables using Excel functions to perform data analysis.
Measure of assessment: homework, projects, exams

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 04/09/2019

4 HOURS
CONTENT: Creating Excel Documents
STUDENT PERFORMANCE OBJECTIVES: Describe and demonstrate how to enter, modify, and format cells, and other cell commands. Demonstrate how to format, delete, and insert rows and columns. Explain and demonstrate how to format tables, including cells and whole tables.

4 HOURS
CONTENT: Using Formulas in Worksheets
STUDENT PERFORMANCE OBJECTIVES: Perform arithmetic calculations in spreadsheets. Use both absolute and relative cell references and do copying of formulas. Explain the difference between relative cell reference and absolute cell reference. Demonstrate the use of custom number formats.

4 HOURS
CONTENT: Data Visualization and Images
STUDENT PERFORMANCE OBJECTIVES: Create, modify, preview and print charts. Create and modify objects. Explain the purpose of a template. Demonstrate the use of AutoShapes and clip art in a worksheet.

2 HOURS
Midterm test, quiz, or project.
4 HOURS
CONTENT: Organizing Large Amounts of Data
STUDENT PERFORMANCE OBJECTIVES: Explain and demonstrate how to export and import data from other applications. Demonstrate how to use workbooks. Discuss and demonstrate how to use custom formatting and conditional formatting. Explain the various document protection options. Demonstrate 3-D selecting and formatting. Explain the purpose of the IF function.

4 HOURS
CONTENT: Workbook Formatting
STUDENT PERFORMANCE OBJECTIVES: Explain and demonstrate formatting with themes. Apply the use of cell styles. Explain and demonstrate how to use zoom tools.

4 HOURS
CONTENT: Date Functions and Conditional Formatting
STUDENT PERFORMANCE OBJECTIVES: Explain and demonstrate how to enter time information in Excel. Demonstrate how to use the date functions and how to perform date and time calculations.

4 HOURS
CONTENT: Functions for Text and Analysis
Lectures: Using functions to modify text. Creating conditional functions using IF criteria. Nested functions. Troubleshooting formulas. 3-D cell references.
STUDENT PERFORMANCE OBJECTIVES: Demonstrate how to use functions to modify text. Discuss the IF criteria. Demonstrate how to troubleshoot formulas.

4 HOURS
CONTENT: Lookup Functions and Outlines
STUDENT PERFORMANCE OBJECTIVES: Explain the purpose of and demonstrate the use of the lookup functions. Demonstrate how to use the quick analysis tool.

2 HOURS
Midterm test, quiz, or project.

4 HOURS
CONTENT: Working with Tables
Lectures: Special table features. Understanding structured references. Creating sparklines.
STUDENT PERFORMANCE OBJECTIVES: Explain and demonstrate how to work with tables. Manage data using a table.

4 HOURS
CONTENT: Financial Functions and What-IF Analysis
STUDENT PERFORMANCE OBJECTIVES: Demonstrate the use of financial functions. Utilize the What-IF analysis tool.

4 HOURS
CONTENT: PivotTables and PivotCharts
STUDENT PERFORMANCE OBJECTIVES: Explain and demonstrate how to create, work with, and filter PivotTables. Demonstrate how to create PivotCharts.
4 HOURS
CONTENT: Workbook Completion
STUDENT PERFORMANCE OBJECTIVES: Demonstrate how to insert and view comments. Explain and demonstrate how to add alternative text to objects for accessibility.
2 HOURS

METHODS OF INSTRUCTION:
Lecture, demonstration, discussion.
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. Create spreadsheets that use 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 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: 8
Assignment Description: HOMEWORK: Read the chapter related to these lectures and do end of chapter exercises. Prepare for midterm.

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: 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. Prepare for final.
METHODS OF EVALUATION:

Writing assignments
Percent of total grade: 0.00 %
Writing assignments: 0% - 0% 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: 25.00 %

Skill demonstrations
Percent of total grade: 60.00 %
Skill demonstrations: 35% - 70% Demonstration exams.

Objective examinations
Percent of total grade: 15.00 %
Objective examinations: 15% - 30% Multiple Choice, True/False, Matching Items, Completion

Other methods of evaluation

REPRESENTATIVE TEXTBOOKS:
ISBN: 591368465
Reading Level of Text, Grade: 11th Verified by: E. Venable
ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:
- CSU B3, effective 201970
- CSU B7, effective 201970

IGETC:

CSU TRANSFER:
- Transferable CSU, effective 200630

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: MIS
CSU Crosswalk Course Number: 2
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: CCC000581490
Sports/Physical Education Course: N
Taxonomy of Program: 051400