Course Outline

COURSE: CSIS 134  DIVISION: 50  ALSO LISTED AS:

TERM EFFECTIVE: Spring 2017  CURRICULUM APPROVAL DATE: 04/26/2016

SHORT TITLE: INTERMEDIATE EXCEL

LONG TITLE: Intermediate Excel

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>18</td>
<td>Lecture</td>
<td>2</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>2</td>
<td>36</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION:

This course continues on where CSIS 121 Spreadsheet - MS Excel left off. Intermediate level training in spreadsheets using the Microsoft Excel program. The course includes graphing, formatting, database features, macros, and financial business calculations for decision making. This course has the option of a letter grade or pass/no pass. PREREQUISITE: ACCT/CSIS 121, Spreadsheet - MS Excel

PREREQUISITES:

Completion of ACCT 121, as UG, with a grade of C or better.
OR
Completion of CSIS 121, as UG, with a grade of C or better.

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:

4/27/2016 1
1. Create Excel graphs from a variety of data.  
Measure: homework, projects, quizzes  
PLO: 1  
ILO: 3,2,7,5,1  
GE-LO:  
Year assessed or anticipated year of assessment: 2009-10

2. Create a database using Excel commands, then modify and print the results.  
Measure: homework, projects, quizzes  
PLO: 1  
ILO: 3,7,2,1  
GE-LO:  
Year assessed or anticipated year of assessment: 2009-10

3. Use macros and calculations to do financial decision spreadsheets  
Measure: homework, projects, quizzes  
PLO: 1  
ILO: 3,7,2,1  
GE-LO:  
Year assessed or anticipated year of assessment: 2009-10

PROGRAM LEARNING OUTCOMES:  
A.S. Degree or Certificate of Achievement in CSIS: Business Computer Applications Option. After completing this degree or certificate a student will be able to: (1) use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS  
Curriculum Approval Date: 04/26/2016

WEEK 1-3  6 HOURS  
Lecture:  
Internet Integration: Online Collaboration  
Sending an email message  
Email attachments  
Working with comments  
The Paste Special command  
Creating hyperlinks  
Emailing the workbook  
Homework/Lab:  
Read the chapters covered in the class lectures, and do the homework at the end of the chapters.  
Do homework and projects assigned in lecture on these chapters  
Performance objectives:  
Demonstrate the use of email attachments, comments and the Paste Special command.  

WEEK 4-6  6 HOURS  
Lecture:  
Financial modeling and Absolute Cell Reference

4/27/2016
Absolute references
Revising formulas
Custom number formats
Displaying formulas
Printing selections
Print areas

Homework/Lab:
Read the chapters covered in the class lectures, and do the homework at the end of the chapters.
Do homework and projects assigned in lecture on these chapters

Performance objectives:
Explain the difference between relative cell reference and absolute cell reference. Demonstrate the use of custom number formats.

WEEK 7-9  6 HOURS
Lecture:
Working with multiple sheet workbooks
Linking cells
Copying worksheets
Cell names and range names
Protection options
3-D selecting and formatting
Printing multiple sheet workbooks

Homework/Lab:
Read the chapters covered in the class lectures, and do the homework at the end of the chapters.
Do homework and projects assigned in lecture on these chapters

Performance objectives:
Explain the various document protection options.
Demonstrate 3-D selecting and formatting.

WEEK 10-12  6 HOURS
Lecture:
Templates and Graphics
Clip art and pictures
Drawing object concepts
Templates
AutoShapes and other shapes
Additional Drawing object techniques

Homework/Lab:
Read the chapters covered in the class lectures, and do the homework at the end of the chapters.
Do homework and projects assigned in lecture on these chapters

Performance objectives:
Explain the purpose of a template.
Demonstrate the use of AutoShapes and clip art in a worksheet.

WEEK 13-15  6 HOURS
Lecture:
The "if" function and lookup functions
Financial functions
Goal seeking
Solver
Homework/Lab:
Read the chapters covered in the class lectures, and do the homework at
the end of the chapters.
Do homework and projects assigned in lecture on these chapters
Performance objectives:
Explain the purpose of the "if" and lookup functions.
Demonstrate the use of financial functions and the Solver.
WEEK 16-17  4 HOURS
Lecture:
Web integration: posting an online workbook
Obtaining and organizing the information
Integrating multiple data sources
Converting workbooks to other file formats
Saving an Excel workbook for the web
Publishing with web folders
Saving a workbook for the web
Homework/Lab:
Read the chapters covered in the class lectures, and do the homework at
the end of the chapters.
Do homework and projects assigned in lecture on these chapters
Performance objectives: Employ multiple data sources and integrate them
into a worksheet.
Explain how to post an online workbook, and how to save an
Excel workbook for the web.
WEEK 18  2 HOURS
Final
ASSIGNMENTS:
Included in content section.

METHODS OF INSTRUCTION:
Lecture, discussion, demonstration.

METHODS OF EVALUATION:
This is a degree-applicable course, but substantial writing assignments
are NOT appropriate, because the course primarily:
Involves skill demonstrations or problem solving
The problem-solving assignments required:
Homework problems
Lab reports
Quizzes
Exams
The types of skill demonstrations required:
Class performance
Performance exams
The types of objective examinations used in the course:
Multiple choice
The basis for assigning students grades in the course:
Writing assignments: 0% - 0%
Problem-solving demonstrations: 20% - 50%
Skill demonstrations: 30% - 70%
Objective examinations: 20% - 50%
Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:
Required:
Reading level of text, Grade: 11th Verified by: D. Van Tassel
NOTE REGARDING TEXTBOOK DATE: The above textbook matches Gavilan College's current software. When the college converts to Microsoft 2013 then the department will adopt the 2013 textbook.

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
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: CSIS
CSU Crosswalk Course Number: 134
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: CCC000324744
Sports/Physical Education Course: N
Taxonomy of Program: 051400