

**Course Outline**

**COURSE:** ESL 709                      **DIVISION:** 90                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2019                      **CURRICULUM APPROVAL DATE:** 10/09/2018

**SHORT TITLE:** NC EXCEL BASICS

**LONG TITLE:** NC Excel Basics for ESL Students

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

**COURSE DESCRIPTION:**

This course provides ESL students with an introduction to the terms, commands, and applications of a spreadsheet program. **ADVISORY:** ESL 786 or ESL Assessment Recommendation, and ESL 705

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** N - Non Credit

**GRADING MODES**

N - Non Credit

**REPEATABILITY:** R - Course may be repeated

Maximum of 99 times

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

## **STUDENT LEARNING OUTCOMES:**

1. Create a spreadsheet with column and row headings and formulas.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

2. Format a spreadsheet with colors, patterns, borders, and cell styles.

Measure of assessment: Homework, exercises.

Year assessed, or planned year of assessment: 2018

3. Modify a spreadsheet, changing column/row widths, copying and creating formulas.

Measure of assessment: Homework, exercises.

4. Print a spreadsheet using various page orientations, attributes, alignments, and page headings.

Measure of assessment: Homework, exercises.

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

Measure of assessment: Homework, exercises, projects.

Year assessed, or planned year of assessment: 2018

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

Curriculum Approval Date: 10/09/2018

1 Hour

Content: Review course syllabus, lab requirements and rules.

Overview of spreadsheets.

Overview of Excel window.

Work with cells: Enter text, dates, and numbers.

Use undo, redo, and clear.

Edit, delete, format, find cells, rows, and columns.

Student Performance Objectives: Enter and edit information in cells. Format cells, rows and columns.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: 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.

Work with files.

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

Create folders and e-mailing files.

Student Performance Objectives: Create, modify, and save spreadsheets.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Use templates, worksheets, and workbooks.

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

Format worksheets.

Format numbers, align cell contents.

Apply font changes: type, size, and colors.

Format tables with colors and borders.

Modify formats.

Student Performance Objectives: Format worksheets, numbers, and tables.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Use formulas in spreadsheets.

Work with operators and order of precedence.

Create and copy formulas with absolute and relative cell references.

Freeze and split worksheet display.

Hide and unhide rows and columns.

Display formulas and check results.

Student Performance Objectives: Use formulas in spreadsheets.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: 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.

Student Performance Objectives: Use arithmetic operations to do calculations in spreadsheets.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Preview, modify, and print charts.

Use chart wizard to create a chart.

Insert, move, and delete an object.

Student Performance Objectives: Create and modify lines and charts.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Create charts and objects in a spreadsheet.

Modify, move, and delete these objects and charts.

Import data from text files and other applications.

Export spreadsheet data in different formats and for different applications.

Student Performance Objectives: Import data and export spreadsheet data.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Create, edit, and apply templates.

Use multiple workbooks.

Use custom number formatting and conditional formatting.

Student Performance Objectives: Manipulate templates and use multiple workbooks.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Final Project. Set up a spreadsheet using workbooks. Import and export spreadsheet data using several formats and applications. Use custom number formatting and conditional formatting.

Student Performance Objectives: Set up a spreadsheet using workbooks.

#### **METHODS OF INSTRUCTION:**

Lecture, computer demonstrations, handouts.

**METHODS OF EVALUATION:**

Objective examinations

Percent of total grade: 20.00 %

Class project.

Problem-solving assignments

Percent of total grade: 40.00 %

Homework problems, in-class exercises.

Skill demonstrations

Percent of total grade: 40.00 %

Class performances.

**REPRESENTATIVE TEXTBOOKS:**

n/a

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: B

Classification: K

Noncredit Category: A

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: G

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours: 9

Minimum Hours: 9

Course Control Number: CCC000592472

Sports/Physical Education Course: N

Taxonomy of Program: 493087