GAVILAN COLLEGE
5055 Santa Teresa Blvd
Gilroy, CA 95023

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

Out of Class Hrs:	108.00
Total Learning Hrs:	162.00

COURSE DESCRIPTION:

This computer spreadsheet software course uses a hands-on approach to learning terms, commands, and applications of a 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.

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: projects, homework, 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

Year assessed, or planned year of assessment:2019

Semester: Fall

COURSE CONTENT:

Curriculum Approval Date: 04/09/2019

4 HOURS

CONTENT: Creating Excel Documents

Lectures: Overview of spreadsheets. Overview of Excel window. Entering text, dates, and numbers. Formatting worksheets. Formatting numbers, aligning cell contents. Applying font changes: type, size, and colors. Formatting tables with colors and borders. Modifying formats.

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

Lectures: Working with operators and order of precedence. Creating and copying formulas using relative and absolute references. Freezing and splitting worksheet display. Hiding and unhiding rows and columns. Displaying formulas and checking results.

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

Lectures: 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. Templates and graphics clip art and pictures. Drawing object concepts. Templates, AutoShapes, and other shapes. Additional drawing object techniques.

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.

COURSE CONTENT(CONTINUED):

4 HOURS

CONTENT: Organizing Large Amounts of Data

Lectures: Importing data from text files and other applications. Exporting spreadsheet data in different formats and for different applications. Credit, edit, and apply templates. Use multiple workbooks. Use custom number formatting and conditional formatting. 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. The IF function.

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

Lectures: Formatting with themes. Applying cell styles. Using the format cells dialog box. Creating custom number formats. Customizing the page setup. Using zoom tools. Editing document properties.

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

Lectures: Understanding date serial numbers. Entering time information in Excel. Using date functions. Entering date and time calculations. Working with 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

Lectures: Introduction. Using the Outline feature. Creating subtotals. Using the quick analysis tool.

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

Lectures: Creating financial functions. Using What-IF analysis tools. Scenario manager. Goal seek.

STUDENT PERFORMANCE OBJECTIVES: Demonstrate the use of financial functions. Utilize the What-IF analysis tool.

COURSE CONTENT(CONTINUED):

4 HOURS

CONTENT: PivotTables and PivotCharts

Lectures: Creating, working with, and filtering PivotTables. Creating calculated fields. Creating 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

Lectures: Alternative navigation methods. Inserting and viewing comments. Adding alternative text to objects for accessibility. Inspecting your workbook. Workbook protection.

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. 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.

OUT OF CLASS ASSIGNMENTS(CONTINUED):

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 %

REPRESENTATIVE TEXTBOOKS:

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

ISBN: 591368465

Reading Level of Text, Grade: 11th Verified by: E. Venable

ARTICULATION and CERTIFICATE INFORMATION

CSU TRANSFER:

Transferable CSU

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
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Course Control Number: CCC000604153
Sports/Physical Education Course: N
Taxonomy of Program: 050200
CIP: 520302