Course Outline

COURSE: ESL 709   DIVISION: 90   ALSO LISTED AS:

TERM EFFECTIVE: Summer 2025   CURRICULUM APPROVAL DATE: 03/11/2025

SHORT TITLE: NC SPREADSHEET BASICS

LONG TITLE: NC Spreadsheet Basics for ESL Students

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

Out of Class Hrs:	18.00
Total Learning Hrs:	27.00

COURSE DESCRIPTION:

This course provides ESL students with an introduction to the terms, commands, and applications of a spreadsheet program. ADVISORY: Passed ESL 786 or ESL Assessment Recommendation and ESL 706.

CREDIT STATUS: N - Non Credit

GRADING MODES
        L - Standard Letter Grade
        P - Pass/No Pass

REPEATABILITY: R - Course may be repeated
Maximum of 99 times

SCHEDULE TYPES:
        02 - Lecture and/or discussion
        05 - Hybrid
        71 - Dist. Ed Internet Simultaneous
        72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Create a spreadsheet with column and row headings and formulas.
2. Print a spreadsheet using various page orientations, attributes, alignments, and page headings.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Create, modify, format, preview and print spreadsheets with charts and graphs.
2. Format a spreadsheet with colors, patterns, borders, and cell styles.
3. Modify a spreadsheet, changing column/row widths, copying and creating formulas.

COURSE CONTENT:

Curriculum Approval Date: 03/11/2025

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.

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.

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.

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.

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.

COURSE CONTENT(CONTINUED):

1 Hour

Content: Preview, modify, and print charts.

Use chart wizard to create a chart.

Insert, move, and delete an object.

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.

1 Hour

Content: Create, edit, and apply templates.

Use multiple workbooks.

Use custom number formatting and conditional formatting.

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.

METHODS OF INSTRUCTION:

Lecture and application; use of computers, computer tutorials and video.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 18

Assignment Description

Practice with spreadsheet software.

METHODS OF EVALUATION:

Skill demonstrations

Evaluation Percent

100

Evaluation Description

Assignments and final class project.

REPRESENTATIVE TEXTBOOKS:

No textbook is required.

ARTICULATION and CERTIFICATE INFORMATION

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

Prior to College Level: E

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Course Control Number: CCC000652061

Sports/Physical Education Course: N

Taxonomy of Program: 493087