

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 140**COURSE TITLE:** Microsoft Excel**Units: 2**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course teaches the fundamentals of Microsoft Excel. Students create and format worksheets and charts and use Excel's wizards and productivity features to enter functions and analyze data. This course, or sections of this course, may be offered through distance education.

REQUISITES:**Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5
&
CBTE 103 with a grade of "C" or better, or equivalent
&
CBTE 111 with a grade of "C" or better, or equivalent

Limitation on Enrollment:

This course is not open to students with previous credit for CBTE 140A

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 24 - 27**TOTAL LAB HOURS:** 24 - 27**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. List and define the fundamentals of Excel.
2. Create and format worksheets.
3. Perform data entry and command shortcuts to enhance productivity.
4. Use Excel commands to efficiently manage workbooks.
5. Create pivot tables and charts

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Distance learning students will complete the same course content.

- A. Fundamentals of Excel
 - 1. planning a worksheet
 - 2. features of Excel
 - a. application window
 - b. document window
 - c. menu bar
 - d. shortcut menus
 - e. toolbars
 - 3. dialog box using Help
 - 4. using Office Assistant
 - 5. moving the cell pointer
 - 6. overview of data entry
 - a. entering text
 - b. entering dates
 - c. entering numbers
 - 7. entering formulas editing a cell
 - 8. erasing a cell
 - 9. using the Undo command
 - 10. saving and closing a workbook
- B. Working with Spreadsheets
 - 1. creating a new workbook
 - 2. introducing cell ranges
 - 3. spell-checking a worksheet
 - 4. data entry using AutoComplete
 - 5. calculating totals
 - 6. changing column widths
 - 7. changing row heights
 - 8. formatting a worksheet
 - a. selecting cell ranges
 - b. using fonts
 - c. formatting values
 - d. aligning a cell's contents
 - e. adding borders and shading cells
 - f. copying formatting options
 - g. removing formatting options
 - h. using the Autoformat command
 - 9. printing a workbook
 - a. defining the page layout
 - b. previewing the output
 - c. printing a selected range
- C. Increasing Productivity with Excel
 - 1. absolute and relative cell addresses
 - 2. copying and moving information
 - a. using the Clipboard
 - b. using Drag and Drop
 - c. Using Fill Right and Fill Down
 - 3. creating a series with AutoFill
 - 4. inserting and deleting rows and columns
 - 5. functions
 - a. creating range names
 - b. using math and statistical functions
 - c. using financial functions
 - d. using miscellaneous functions

- 6. using Goal Seek
- D. Managing a Workbook
 - 1. freezing titles
 - 2. splitting the window into panes
 - 3. filtering worksheet data, working with multiple windows creating multiple-sheet workbooks, creating macros
 - a. recording a macro
 - b. playing back a macro
- E. Creating Charts
 - 1. forms of business graphics
 - a. line charts
 - b. bar or column charts
 - c. pie charts
 - d. scatter plot charts
 - 2. chart methods and types
 - 3. working with charts
 - 4. customizing and formatting a chart
 - 5. embedding a chart
 - 6. using Microsoft Data Map
- F. Excel Projects
 - 1. worksheet building
 - 2. workbook linking
 - 3. pivot tables and charts
 - 4. data analysis
 - 5. predictions

B. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:

II. 1. Compose complete sentence answers to questions such as the following in order to create a worksheet to determine expenses for a proposed vacation: Where do you plan to go for your vacation? What is your proposed budget? How long is your planned vacation? What kind of activities do you plan to do on your vacation?

III. 2. Write a scenario in which you are the owner of a small business who decides to expand operations in order to generate more income. Describe your company, the type of business it conducts, and your plans for expansion.

IV. 3. Explain the significance of the charts and lists created as part of an analysis of a database.

C. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:

A. 1. Read articles in periodicals such as PC World, Windows Magazine, and PC Magazine and pages on the Internet.

B. 2. Information from articles distributed by the instructor, such as:

II. "Microsoft Excel 97 Web Features Let You Team Up With the World Wide Web," 1997

III. Microsoft Corporation, <http://www.microsoft.com/Excel/ProductInfo/XL97RFW/>

IV. Coffin, Bob. "PivotTables in Microsoft Excel 95," January 8, 1996,

V. http://www.vex.net/~negandhi/excel/jan08_96.phtml

VI. Stone, M. David. "Excel," Windows Sources, 1996 Ziff-Davis Publishing Co,

VII. <http://www.zdnet.com/wsources/content/960717/excel.html>

D. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Critical thinking assignments may include, but are not limited to the following:

- II. 1. Creating PivotTables, IF functions, and sorting functions to analyze worksheet data.
- III. 2. Devising formulas to perform calculations.
- IV. 3. Using database functions of Excel to create and analyze information entered in list form.

E. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. Distance learning students will submit their assignments electronically. Six hours of outside preparation time per week is required. Outside assignments may include but are not limited to the following:
 - II. 1. Researching background information about business usage of spreadsheet software.
 - III. 2. Creating PivotTables to analyze worksheet data.
 - IV. 3. Creating Worksheets and Charts.
 - V. 4. Developing a portfolio of Excel projects.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. A student's grade will be based on multiple measure of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates the student has the ability to successfully apply the theory and techniques taught in the course in subsequent courses. Distance learning students will submit their evaluations electronically and receive electronic feedback. Evaluation methods may include but are not limited to the following:
 - II. A Responses on objective-item midterm and final examinations that test for identification of fundamentals of Excel.
 - III. B Responses on unit review questions.
 - IV. C Accuracy, completeness, and enhancements of worksheets.
 - V. D Accuracy, completeness, and enhancements of tables and charts.
 - VI. E Accuracy and completeness of data analysis.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Distance Education
- * Methods of instruction may include but are not limited to those listed as well as any other unique instructional strategies as shall be determined by each instructor. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.
- * A Computer-assisted instruction
- * B Electronic lectures in which students are taught in front of the computer
- * C Audio-visual aids
- * D Textbook
- * E Handouts

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. COURSE. MICROSOFT EXCEL 97-ILLUS PLUS ED, 1 ed. REDING, ISBN: 0760051496

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1.

ORIGINATOR: Curricunet Version 2
ORINATION DATE: 02/25/1999
PROPOSAL ORIGINATOR: Shirley Orsinelli
CO-CONTRIBUTOR(S)
PROPOSAL DATE: 05/20/1998