# GAVILAN ✈ COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

## 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

| Units | Number of Weeks | Type | Contact Hours/Week | Total Contact Hours |
|-------|----------------|------|--------------------|--------------------|
| 2 | 18 | Lecture: | 2 | 36 |
| | | Lab: | 0 | 0 |
| | | Other: | 0 | 0 |
| | | Total: | 2 | 36 |

**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:**

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

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

True/false

Matching items

Completion

Other category:

None

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:

Rutkosky, Nita; Seguin, Denise; and Rutkosky Roggenkamp, Audrey.  Benchmark Series: Microsoft Excel 2010, Level 2.  St. Paul, Minn.:  Paradigm Publishing,  revised 2011, or other appropriate college level text.

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