GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 709   DIVISION: 90   ALSO LISTED AS:

TERM EFFECTIVE: Fall 2021   CURRICULUM APPROVAL DATE: 12/14/2021

SHORT TITLE: NC EXCEL BASICS

LONG TITLE: NC Excel Basics

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 non-credit students with an introduction to the terms, commands, and applications of a spreadsheet program

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:

By the end of this course, a student should:

1. Create a spreadsheet with column and row headings and formulas.
2. Format a spreadsheet with colors, patterns, borders, and cell styles.
3. Modify a spreadsheet, changing column/row widths, copying and creating formulas.
4. Print a spreadsheet using various page orientations, attributes, alignments, and page headings.
5. Create, modify, format, preview and print spreadsheets with charts and graphs.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Identify the different components of the Excel worksheet.
2. Construct formulas to manipulate numeric data in an Excel worksheet.
3. Create a spreadsheet to tabulate and record numeric values.
4. Set up the chart function of Excel to represent numeric data in multiple formats.

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

Curriculum Approval Date: 12/14/2021

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.

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, computer demonstrations, handouts.

METHODS OF EVALUATION:

Objective examinations

Evaluation Percent 20

Evaluation Description

Class project.

Problem-solving assignments

Evaluation Percent 40

Evaluation Description

Homework problems, in-class exercises.

Skill demonstrations

Evaluation Percent 40

Evaluation Description

Class performances.

REPRESENTATIVE TEXTBOOKS:

Students will be provided with Instructor-developed materials for this course.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: K

Noncredit Category: H

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: Y

Funding Agency Code: B

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000627822

Sports/Physical Education Course: N

Taxonomy of Program: 051400