GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: ESL 709   DIVISION: 90   ALSO LISTED AS:

TERM EFFECTIVE: Spring 2021   CURRICULUM APPROVAL DATE: 11/10/2020

SHORT TITLE: NC EXCEL BASICS

LONG TITLE: NC Excel 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.

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
         05 - Hybrid
         71 - Dist. Ed Internet Simultaneous
         72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:
1. Create a spreadsheet with column and row headings and formulas.
Measure of assessment: Homework, exercises.
Year assessed, or planned year of assessment: 2018
Semester: Summer
Institution Outcome Map: 3. Information Competency, 5. Aesthetic Responsiveness:
2. Format a spreadsheet with colors, patterns, borders, and cell styles.
Measure of assessment: Homework, exercises.
Year assessed, or planned year of assessment: 2018
Semester: Summer
Institution Outcome Map: 3. Information Competency, 5. Aesthetic Responsiveness, 7. Content Specific
3.Modify a spreadsheet, changing column/row widths, copying and creating formulas.
Measure of assessment: Homework, exercises.
Year assessed, or planned year of assessment: 2018
Semester: Summer
Institution Outcome Map; 3. Information Competency, 7. Content Specific
4. Print a spreadsheet using various page orientations, attributes, alignments, and page headings.
Measure of assessment: Homework, exercises.
Year assessed, or planned year of assessment: 2018
Semester: Summer
Institution Outcome Map; 3. Information Competency, 5. Aesthetic Responsiveness, 7. Content Specific
5. Create, modify, format, preview and print spreadsheets with charts and graphs.
Measure of assessment: Homework, exercises, projects.
Year assessed, or planned year of assessment: 2018
Semester: Summer
Institution Outcome Map; 3. Information Competency, 5. Aesthetic Responsiveness, 7. Content Specific

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 11/10/2020
DE MODIFICATION ONLY
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.
Student Performance Objectives: Enter and edit information in cells. Format cells, rows and columns.
Out-of-Class Assignments: Practice skills taught in class.
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.
Student Performance Objectives: Create, modify, and save spreadsheets.
Out-of-Class Assignments: Practice skills taught in class.

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.

Student Performance Objectives: Format worksheets, numbers, and tables.

Out-of-Class Assignments: Practice skills taught in class.

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.

Student Performance Objectives: Use formulas in spreadsheets.

Out-of-Class Assignments: Practice skills taught in class.

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.

Student Performance Objectives: Use arithmetic operations to do calculations in spreadsheets.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Preview, modify, and print charts.

Use chart wizard to create a chart.

Insert, move, and delete an object.

Student Performance Objectives: Create and modify lines and charts.

Out-of-Class Assignments: Practice skills taught in class.

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.

Student Performance Objectives: Import data and export spreadsheet data.

Out-of-Class Assignments: Practice skills taught in class.

1 Hour

Content: Create, edit, and apply templates.

Use multiple workbooks.

Use custom number formatting and conditional formatting.

Student Performance Objectives: Manipulate templates and use multiple workbooks.

Out-of-Class Assignments: Practice skills taught in class.

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.

Student Performance Objectives: Set up a spreadsheet using workbooks.

METHODS OF INSTRUCTION:

Lecture, computer demonstrations, handouts.

METHODS OF EVALUATION:

Objective examinations

Percent of total grade: 20.00 %

Class project.

Problem-solving assignments

Percent of total grade: 40.00 %

Homework problems, in-class exercises.

Skill demonstrations

Percent of total grade: 40.00 %

Class performances.

REPRESENTATIVE TEXTBOOKS:

n/a

ARTICULATION and CERTIFICATE INFORMATION

      Associate Degree:

      CSU GE:

      IGETC:

      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

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: G

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Maximum Hours: 9

Minimum Hours: 9

Course Control Number: CCC000592472

Sports/Physical Education Course: N

Taxonomy of Program: 493087