

CATALOG INFORMATION

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Dept & Nbr: CSC 164 Title: ELECTRONIC SPREADSHEET I  
Full Title: Electronic Spreadsheets

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 3.0	Lecture	2.5	17	Lecture	42.5
Min: 3.0	Lab	1.5		Lab	25.5
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	4.0		Contact Total	68.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic  
Grading: GC Credit course for grade or CR/NC  
Repeatability: 10 4/ANY COMBINATION  
Also listed as:

CATALOG DESCRIPTION:

Electronic spreadsheets and the data processing and business terminology associated with them. Construction of spreadsheets by hands-on practice.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

Computer literacy

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Recommended: Computer literacy  
Hands-on practice in constructing electronic spreadsheets is provided along with the knowledge of their use in business and data processing areas.  
(Grade or CR/NC) (Repeat Code 10)  
Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

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ASSOCIATE DEGREE:	Effective:	Inactive:
Area:		
CSU GE:	Effective:	Inactive:
Transfer area:		
IGETC:	Effective:	Inactive:
Transfer area:		
CSU TRANSFER: TRANSFERABLE	Effective: FALL 2006	Inactive:
UC TRANSFER:	Effective:	Inactive:

CAN:

CERTIFICATE APPLICABLE: C CERTIFICATE APPLICABLE COURSE

APPROVAL AND DATES

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Version 04 Submitted by: TONIA WIDLER Date: 01/30/2006  
Department approved: Catherine Indermill Date: 01/31/2006  
Curriculum approved: 06/01/1981 Version approved: 01/27/2006  
Prerequisites approved: 08/01/1989 Last reviewed: 01/27/2006  
Term effective: FALL 2006 Last taught: FALL 2008 Inactive:

COURSE CONTENT

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OUTCOME AND OBJECTIVES:

1. Understand the concepts and terminology associate with electronic spreadsheets.
2. Construct and modify a variety of spreadsheets from simple to complex. In doing so the student will demonstrate the ability to: enter and modify data and formulas, utilize built-in functions, commands, OLE for pasting and linking spreadsheets to other documents and/or macros.
3. Demonstrate the ability to use formatting features such as column size, formatting labels and values, global or block range commands.
4. Construct "what if" scenarios.
5. Print out spreadsheet showing either values or formulas.
6. Utilize the "database capabilities" of sorting, analyzing, building queries, and building input screens.
7. Apply graphing and advanced print commands for complex printout.
8. Discuss techniques and considerations in building a good spreadsheet.

TOPICS AND SCOPE:

1. Terminology and Basic Concepts Associated with Electronic Spreadhseet.
2. Creating a Spreadsheet by Entering and Altering Data and by Creating Simple Blank Templates.
3. Utilizing Formulas and Commands.
  - a. Cell coordinates
  - b. Simple and complex formulas including math operations
  - c. Copy and move using cell references (absolute and relative)
  - d. Built-in functions (i.e. SUM, MAX, MIN, AVERAGE, IF, date and time, financial, statistical, etc.)
  - e. Using Range names: in formulas, in commands, and use of range name tables.
4. Formatting Techniques
  - a. Column sizing and formatting values and labels.
  - b. Global vs. block/range commands.
  - c. Titles and design considerations.
5. Building "safer" Spreadsheets
  - a. Pointing method.
  - b. Edit command and formula construction.
  - c. Documenting through lables.
  - d. Cell, worksheet and workbook protection.
6. Printing the Spreadsheet by Showing Either Formulas or Values.
  - a. Showing values or formulas.
  - b. Embedding advanced print commands.
  - c. Print graph commands, choosing which type of graph.
  - d. Printing ranges only.
7. Advanced commands and functions
  - a. Database components, commands, and functions.
  - b. Utilizing macros and programming.

- c. Design and documentation.
- d. Copying and linking spreadsheets to other documents.

ASSIGNMENTS:

READING ASSIGNMENTS:

Students will be required to read and study the assigned chapters in the textbook, as well as handouts and the software manual. Examples of appropriate reading are:

MS Excel 2002 Complete Concepts and Techniques, Shelly, Cashman & Quasney, paperback, Course Technology (Thompson Learning) Publishing

WRITING ASSIGNMENTS:

Students will create spreadsheets. Substantial additional writing is inappropriate because the course primarily involves the application of skills learned in the course.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of two hours of independent work out of class for each unit of lecture credit by doing the following:

1. Skill practice in preparing spreadsheets.
2. Reading assignments as indicated on course syllabus.
3. Completion of assigned exercises.

METHOD OF INSTRUCTION:

Lectures, skill demonstrations, group activities, handouts, reading assignments, and/or class discussion are the methods for the face to face sections. The content of this course may also be delivered using a form or forms of distance technology such as television, videotape, audiotape, or the internet. For telecourses, no less than 11 hours of personal contact between instructor and students shall be included through group or individual meetings, orientation and review sessions, supplemental seminars, or study sessions, field trips, library workshops, or other in-person activities.

For online courses, instructor/student contact may take place in a face-to-face setting and/or through email or other electronic means. Students may interact with each other through in-person study groups, electronic message boards, or other means.

METHODS OF EVALUATION:

1. Skill demonstration will constitute at least 50% of the grade.
2. Quizzes/Tests/In class evaluations
3. Comprehensive final exam

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

MS Excel 2000 Complete Concepts and Techniques, Shelly, Cashman & Quasney, paperback, Course Technology (Thompson Learning) Publishing