



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date:

12/6/2007

Title: Excel I
(limit to 50 characters including spaces)

Discipline/Number: CSC 51

Instructor Contact: Tonia Widler

Date Submitted /Modified: 9/6/07

Units Min:	.5	Units Max:	.5	Lecture Hours:	.5	Lab Hours:	0
<i>If this is a variable unit course, the relationship between earned units and any difference in expected SLOs should be explained.</i>							

Student Learning Outcomes:

1. Understand the basic concepts and terminology associated with electronic spreadsheets.
2. Construct, save, open, and close simple spreadsheets.
3. Enter and modify data in a spreadsheet.
4. Create formulas using basic arithmetic operations.
5. Use simple built-in functions (such as SUM, AVERAGE, MIN, and MAX).
6. Simplify data entry by using relative and absolute copying.
7. Modify the appearance of the spreadsheet through formatting of cells, columns, and rows.
8. Print spreadsheet showing either values or formulas.

Instructor(s): _____

(Signature) _____

(Signature)

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(Date) _____

(Date)