

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD Updated: 10/24/98
FOR DEGREE CREDIT COURSE

FORM VERSION: 5/95

TRANSFER COURSE

A.A. DEGREE APPLICABLE COURSE

COURSE NUMBER AND TITLE: **CSIS 174 - EXCEL**

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE SKILLS:

Prerequisite:	None
Corequisite:	None
Recommended Preparation:	None

SCOPE OF COURSE:

This course is intended for individuals seeking fundamental and advanced skills of Microsoft Excel spreadsheet software. It will prepare individuals to become a Microsoft Excel Proficient Specialist and Microsoft Excel Expert Specialist.

SPECIFIC COURSE OBJECTIVES:

The successful student will be able to:

1. Access, create and save a spreadsheet document.
2. Enter and manipulate data in a workbook.
3. Identify the steps to format the layout of a worksheet.
4. Create a chart from worksheet information.
5. Link cells to a database with the Template Wizard.
6. Create, record, edit and run macros.
7. Add comments using document summary information.
8. Manage files and Open the dialog box.
9. Import from other applications and file formats and export to other applications and file formats.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. **Working with Workbooks**
 - A. Start Excel.
 - B. Open a workbook.
 - C. Enter text and numbers.
 - D. Enter formulas.
 - E. Save and close workbooks.
 - F. Save spreadsheets to be read on HTML.
 - G. Read an HTML spreadsheet.

- II. **Entering and Editing Data**
 - A. Create and name ranges.
 - B. Clear and format ranges.
 - C. Copy and move ranges.
 - D. Preview and print worksheets.
 - E. Print the screen and ranges.
 - F. Print headers and footers.

- III. **Formatting Worksheets**
 - A. Delete cell contents.
 - B. Delete a worksheet.
 - C. Revise text and numbers.
 - D. Rotate and indent text.
 - E. Revise formulas.
 - F. Copy and move data.
 - G. Insert, modify, and delete rows and columns.
 - H. Use references: absolute relative mixed
 - I. Modify cell size and alignment.
 - J. Apply general numbers formats.
 - K. Apply font formats.
 - L. Apply outlines.
 - M. Create and modify lines and objects.
 - N. Create and modify 3D shapes.

- IV. Charts**
 - A. Create and format and modify charts.
 - B. Preview and print charts.

- V. Editing, Formatting and Printing Techniques**
 - A. Apply general number formats.
 - B. Create custom formats.
 - C. Use styles and autoformats.
 - D. Preview and print workbooks.
 - E. Import from other applications.
 - F. Export to other applications.

- VI. Advanced Calculation Techniques**
 - A. Create and record macros.
 - B. Edit macros.
 - C. Run macros.
 - D. Check and review data.
 - E. Find cells referred to in a specific formula.
 - F. Find formulas that refer to a specific cell.
 - G. Find errors.

- VII. Database and Workgroup Functionality**
 - A. Work with existing templates.
 - B. Create templates.
 - C. Edit templates.
 - D. Query a database.
 - E. Perform a web query.
 - F. Extract data.
 - G. Use filters.
 - H. Use data analysis and pivot tables.
 - I. Use data map.
 - J. Sort data.
 - K. Run a query from a list.
 - L. Link workbooks.
 - M. Use multiple workbooks.

- VIII. Workgroup Functions**
 - A. Use cell tips.
 - B. Use share lists.
 - C. Track changes.
 - D. Resolve conflicts.
 - E. Show history of changes.
 - F. Merge workbooks.

REQUIRED READING:

Shelly, Gary, and Thomas Cashman, and Misty Vermaat. Excel 7 for Windows. Danvers: ITP Publishing Company, 1996.

SUGGESTED READING: None

REQUIRED WRITING:

Problem solving exercises and skills demonstrated in computer generated homework assignments, a minimum of one page per homework assignment.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Reading text assignments. In addition to lab time, there is significant editing and debugging work involved in completing lab assignments.

INSTRUCTIONAL METHODOLOGY: Check all that apply:

- Lecture
- Laboratory
- Lecture-laboratory combination
- Directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380. Yes ___ No X

If yes, check all that apply:

- Telecourse
- Mediated instruction
- Computer assisted instruction

GRADING POLICY AND STANDARDS:

Assignments	20%
Quizzes	20%
Midterm	30%
Final Exam	30%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

YES X NO ___ Number of times course may be taken for credit 2.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (C) (2) (A)

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SIGNATURES ON FILE
