COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   270

COURSE TITLE (FULL) :   Microsoft Excel I

COURSE TITLE (SHORT) :   Microsoft Excel I

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 112 X – MS Excel I

CATALOG DESCRIPTION

CABOT 270 provides students with instruction in beginning features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) core certification exam in Excel. Some of the topics for this course consist of: creating a worksheet with an embedded chart, working with financial functions, data tables, amortization schedules, and hyper-links, and creating static and dynamic Web pages.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: CABOT 208 or equivalent.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window	Yes
4	CABOT	208	Windows Basics	launch application programs	Yes
5	CABOT	208	Windows Basics	use onscreen Help	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology.	Yes

EXIT STANDARDS

1   enter text, numbers, formulas, functions in a worksheet;
2   create and format various charts, e.g., pie, bar, sparkline, cluster, to have a graphical representation of the data;
3   apply conditional formatting to format data based upon one or more criteria
4   add pictures, logos, Word Art, format codes to a worksheet;
5   know and use absolute and/or relative references in formulas
6   create and use predefined calculations, functions, e.g., SUM(), AVERAGE(), MAX(), MIN(), IF(), PMT(), to use in worksheets.

STUDENT LEARNING OUTCOMES

1   create and use Names and Named ranges, in calculations, formulas, and functions;
2   create financial projections using what-if-analysis, goal seek, and statistical analysis to solve problems from the data;
3   demonstrate the ability to work with, and protect, multiple worksheets and workbooks using 3D reference and linking;
4   describe the Excel interface elements;

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Cells • Using Undo and Redo • Clearing cell content • Entering text, dates, and numbers • Editing cell content • Going to a specific cell • Inserting and deleting selected cells • Cutting, copying, pasting with Paste Special and moving • selected cells, using the Office Clipboard • Clearing cell formats • Working with series (AutoFill) • Creating hyperlinks	7	0	7
2	Files • Using Save • Using Save As (different name, location, format) • Locating and opening an existing workbook • Creating a folder • Saving a worksheet/workbook as a Web Page • Sending a workbook via email	7	0	7
3	Formatting Worksheets • Applying font styles (typeface, size, color and styles) • Applying number formats (currency, percent, dates, comma) • Modifying size of rows and columns • Modifying alignment of cell content • Adjusting the decimal place • Using the Format Painter • Applying AutoFormat • Applying cell borders and shading • Merging cells • Rotating text and changing indents	8	0	8
4	Page Setup and Printing • Previewing and printing worksheets and workbooks • Using Web Page Preview • Printing a selection • Changing page orientation and scaling	7	0	7
5	Worksheets and Workbooks • Inserting and deleting rows and columns • Hiding and unhiding rows and columns • Freezing and unfreezing rows and columns • Changing the zoom setting • Moving between worksheets in a workbook • Checking spelling • Renaming a worksheet	8	0	8

6	Formulas and Functions • Entering a range within a formula by dragging • Entering formulas in a cell and using the formula bar • Revising formulas • Using references (absolute and relative) • Using AutoSum • Using Paste Function to insert a function • Using basic functions (AVERAGE, SUM, COUNT, MIN, MAX) • Entering functions using the formula palette • Using date functions (NOW and DATE) • Using logical functions (IF)	9	0	9
7	Charts and Objects • Previewing and printing charts • Using chart wizard to create a chart • Modifying charts • Inserting, moving, and deleting an object (picture)	8	0	8
				54

OUT OF CLASS ASSIGNMENTS

1   case problems (e.g. setting up charts to solve typical business office problems);
2   lab assignments (e.g. case problems involving charts and spreadsheets).

METHODS OF EVALUATION

1   midterm examination;
2   final examination.

METHODS OF INSTRUCTION

☑ Lecture

☑ Laboratory

☐ Studio

☐ Discussion

☐ Multimedia

☐ Tutorial

☐ Independent Study

☐ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Shelly Cashman Microsoft Office 365 Excel 2019: Comprehensive		Boston: Cengage Learning, 2019. Print.	1		Freund, Steven M	978-0-357-02640-3	2019