# AIS 007A: INTRODUCTORY EXCEL

Date Submitted:Wed, 12 Jun 2019 15:11:57 GMT

**Originator**
amsimmons

**Justification / Rationale**
Enter unique number for recent approval of course

**Effective Term**
Fall 2019

**Credit Status**
Credit - Degree Applicable

**Subject**
AIS - Applications and Information Systems

**Course Number**
007A

**Full Course Title**
Introductory Excel

**Short Title**
INTRODUCTORY EXCEL

**Discipline**

| Disciplines List |
| --- |
| Computer Information Systems (Computer network installation, microcomputer technology, computer applications) |
| Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training) |

**Modality**
Face-to-Face
100% Online

**Catalog Description**
This course provides basic concepts and practical applications using Excel for Windows.

**Schedule Description**
Microsoft Excel spreadsheet technical skills solutions.
Advisory: AIS 005

**Lecture Units**
.5
**Lecture Semester Hours**
9

**Lab Units**
.5
**Lab Semester Hours**
27

**In-class Hours**
36

**Out-of-class Hours**
18

**Total Course Units**

1

**Total Semester Hours**

54

**Prerequisite Course(s)**

Advisory: AIS 005

## Required Text and Other Instructional Materials

**Resource Type**

Book

**Open Educational Resource**

No

**Author**

Randy Nordell, Kathleen Stewart, and Kari Wood

**Title**

MS Office 2016: In Practice Excel ebook/with SIMnet

**Edition**

2016

**City**

New York, New York

**Publisher**

McGraw Hill/Irwin

**Year**

2017

**College Level**

Yes

**Flesch-Kincaid Level**

11

**ISBN #**

9781259930317

**Class Size Maximum**

28

**Entrance Skills**

File management skills

**Prerequisite Course Objectives**

AIS 005-Understand types of information systems and their role in business.
AIS 005-Demonstrate the ability to save and retrieve documents on a variety of appropriate storage devices
AIS 005-Understand basic system and application software programs and concepts.

**Course Content**

1. Basic spreadsheet concepts, terms, and definitions
2. Creating and Editing Workbooks
   a. Creating Saving and Opening Workbooks
   b. Entering and Editing Data

    c. Formatting a Worksheet and Appearance of the Workbook
    d. Naming, saving, printing, and retrieving spreadsheet
3. Working with Formulas and Functions
    a. Building and Editing a Formula
    b. Setting Mathematical Order of Operations
    c. Using Absolute, Mixed, Relative and 3D References
    d. Formula Auditing Tools
    e. Working with Statistical, Financial, Logical and Look up Functions
4. Creating and Editing Charts
    a. Chart Objects and Chart Sheet
    b. Quick layouts and styles
    c. Editing and Formatting Chart Elements
5. Organizing and Getting Data
    a. Applying Conditional Formatting
    b. Sorting and Filtering
    c. Using subtotals, groups and outlines
    d. Importing and Exporting Data
    e. Building Pivot Tables

**Lab Content**

Hands on practice on all of the concepts listed above.

**Course Objectives**

|  | **Objectives** |
| --- | --- |
| Objective 1 | Define and describe basic spreadsheet concepts, terms, and definitions. |
| Objective 2 | Start Excel and identify parts of the Excel screen |
| Objective 3 | Create a simple spreadsheet using common formatting and editing commands. |
| Objective 4 | Demonstrate ability to enter numbers, text, formulas, and dates in a spreadsheet |
| Objective 5 | Use Excel formulas and functions |
| Objective 6 | Format a worksheet |
| Objective 7 | Create and use templates and workbooks |
| Objective 8 | Create and edit charts |

**Student Learning Outcomes**

|  | **Upon satisfactory completion of this course, students will be able to:** |
| --- | --- |
| Outcome 1 | Demonstrate use of Excel tools at an introductory level |

**Methods of Instruction**

| **Method** | **Please provide a description or examples of how each instructional method will be used in this course.** |
| --- | --- |
| Discussion | In class discussion and/or online Canvas discussions |
| Demonstration, Repetition/Practice | Practice using different computer features according to the class content |
| Collaborative/Team | Creation of cooperative learning tasks such as a small group or paired activities. |
| Technology-based instruction | Use of hardware and software according to objectives |
| Lecture | Presentation of topic in content |

**Methods of Evaluation**

| **Method** | **Please provide a description or examples of how each evaluation method will be used in this course.** | **Type of Assignment** |
| --- | --- | --- |
| Self-paced testing,Student preparation | Interactive book and simulations | In Class Only |
| Student participation/contribution | Class discussion and questions | In Class Only |
| Mid-term and final evaluations | Exam | In Class Only |

| Tests/Quizzes/Examinations | Timed Quizzes | In and Out of Class |
|---|---|---|
| Computational/problem-solving evaluations | Projects using Excel features | In and Out of Class |
| Laboratory projects | Lab demonstration of skills covering all the content of the course. | In and Out of Class |

**Assignments**

**Other In-class Assignments**
1. Move and copy Excel spreadsheets from one folder to another
2. Rename spreadsheets
3. Create, move, and delete folders
4. Create backups
5. Open, modify and save an existing Excel spreadsheet
6. Format large Excel spreadsheets using:
    a. Fonts
    b. Colors
    c. Column and row heights
    d. Hide columns
    e. Alignment
    f. Text wrap
    g. Auto Format
    h. Custom number formats
    i. Styles
7. Print a large, multi-workbook excel spreadsheet using Print Areas and Page setup
8. Create a spreadsheet with formulas using absolute and relative cell addressing
9. Create several spreadsheets using Built-in Functions for:
    a. Statistical functions
    b. Accounting functions
    c. Text functions
    d. Arithmetic functions
    e. Lookup functions
    f. Financial Functions
    g. Date Functions
10. Create a workbook with multiple worksheets
11. Create and modify charts

**Other Out-of-class Assignments**
Spreadsheet projects to demonstrate proficiency with all of the in-class assignments

**Grade Methods**
Letter Grade Only

# Distance Education Checklist

# Instructional Materials and Resources

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**
All data referent to student work done outside of Canvas is encrypted and synced by the access pairing created by College of the Desert IT Department.

# Effective Student/Faculty Contact

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

**Within Course Management System:**
Discussion forums with substantive instructor participation
Regular virtual office hours
Private messages

Online quizzes and examinations
Video or audio feedback
Weekly announcements

**External to Course Management System:**

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

This class if online is being taught via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

**If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.**

Canvas is used for external interaction as well.

## Online Course Enrollment

**Maximum enrollment for online sections of this course**

28

## Other Information

## MIS Course Data

**CIP Code**

52.0401 - Administrative Assistant and Secretarial Science, General.

**TOP Code**

051400 - Office Technology/Office Computer Applications

**SAM Code**

C - Clearly Occupational

**Basic Skills Status**

Not Basic Skills

**Prior College Level**

Not applicable

**Cooperative Work Experience**

Not a Coop Course

**Course Classification Status**

Credit Course

**Approved Special Class**

Not special class

**Noncredit Category**

Not Applicable, Credit Course

**Funding Agency Category**

Not Applicable

**Program Status**

Program Applicable

**Transfer Status**

Transferable to CSU only

**Allow Audit**

No

**Repeatability**

No

**Materials Fee**

No

**Additional Fees?**

No

## Files Uploaded

**Attach relevant documents (example: Advisory Committee or Department Minutes)**

AIS 007A Approval Letter.pdf

## Approvals

**Curriculum Committee Approval Date**

3/5/2019

**Academic Senate Approval Date**

3/14/2019

**Board of Trustees Approval Date**

5/17/2019

**Chancellor's Office Approval Date**

5/28/2019

**Course Control Number**

CCC000605507

**Programs referencing this course**

Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined?key=223)