

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** BUSW 415    **TITLE:** Spreadsheet I Using Excel for Windows

**Semester Units/Hours:** 1.5 units; a minimum of 24.0 lecture hours/semester

**Method of Grading:** Grade Option (Letter Grade or P/NP)

**Recommended Preparation:**

Eligibility for ENGL 838 or 848.  
BUSW 105,

2. **COURSE DESIGNATION:**

**Degree Credit**

**Transfer credit:** CSU

**AA/AS Degree Requirements:**

CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**

**Catalog Description:**

Creation and use of spreadsheets. Topics include spreadsheet design, use of menu systems, basic formulas and functions, relative and absolute addressing, formatting, printing and graphing.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Create, format, edit, save and print spreadsheets.
2. Create spreadsheets which use basic formulas, functions, formatting and graphing to solve business problems.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. create, format, edit, save and print spreadsheets.
2. create spreadsheets which use basic formulas, functions, formatting and graphing to solve business problems

6. **COURSE CONTENT:**

**Lecture Content:**

1. Spreadsheet planning and design
2. Menu system
3. Data entry
4. Basic formulas and functions
5. Relative and absolute addressing
6. Ranges
7. Formatting
8. Graphing
9. Saving, retrieving and editing and printing

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

1. Other (Specify): a. Students will be required to read each chapter before class to prepare for in-lab exercises. b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter. c. Instructor will lead guided exercises so that students can practice each feature of the chapter. d. Students will work independently on textbook exercises that are both specifically and generally directed. e. Students will be required to print and hand in or email selected exercises to the instructor. f. Students will have access to the computer labs during open lab hours to work on any homework projects.

8. **REPRESENTATIVE ASSIGNMENTS**

Representative assignments in this course may include, but are not limited to the following:

**Reading Assignments:**

Students will be required to read each chapter before class.

## 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness

## 10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

1. Shelley Quasney. *MS EXCEL 2010 Comprehensive*, ed. Cengage Learning, 2012

**Origination Date:** August 2010

**Curriculum Committee Approval Date:** November 2012

**Effective Term:** Fall 2013

**Course Originator:** Patricia Brannock

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