1. **COURSE ID:** BUSW 416   **TITLE:** Spreadsheet II Using Excel for Windows   **C-ID:**
   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.
   BUS. 315, BUSW 415,

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:
   Includes orientation to current Excel application program and review of basic spreadsheet features. Also
   includes design and optimization of large and complex spreadsheets, advanced formulas and functions,
   database features, macros and linking of spreadsheets with other software programs.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. create, save, edit and print documents
   2. design and optimize large and complex spreadsheets.
   3. use advanced formulas, functions and database features to solve business problems.
   4. use macros to enhance the power and ease-of-use of a spreadsheet.
   5. use the linking features of spreadsheets to link with other software.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. design and optimize large and complex spreadsheets.
   2. use advanced formulas, functions and database features to solve business problems.
   3. use macros to enhance the power and ease-of-use of a spreadsheet.
   4. use the linking features of spreadsheets to link with other software.

6. **COURSE CONTENT:**
   Lecture Content:
   1. EXCEL application program orientation
   2. Basic spreadsheet planning and design
        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
   3. Advanced spreadsheet features
        1. Design and organization of large and complex spreadsheets
        2. Error prevention and detection
        3. Advanced formulas and functions
        4. Database features
        5. Macros
        6. Use of spreadsheet linking features

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 EXEL 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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