College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 415 **TITLE:** Spreadsheet I Using Excel for Windows
   Units: 1.5 units **Hours/Semester:** 24.0-27.0 Lecture hours; and 48.0-54.0 Homework hours
   Method of Grading: Grade Option (Letter Grade or P/NP)
   Recommended Preparation:
   Eligibility for ENGL 838 or ENGL 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. A materials fee as shown in the Schedule of Classes is payable upon registration.

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:
   A. 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:
   Writing Assignments:

Writing assignments in this course center around creating spreadsheets. The following examples are provided.

1. Create a worksheet, by entering formulas, calculating an average, finding the highest and the lowest numbers in a range, verifying formulas and other specific techniques unique to EXCEL. In addition, such techniques as spell check a worksheet, printing a section of a worksheet and printing formulas are implemented.
2. Further writing skills are encountered by allowing students to enhance their ability to create worksheets and draw charts based on a pattern of values that are created and formatted. This method includes learning how to write formulas based on assumptions to perform what-if analysis.
3. Create and utilize an array of functions to organize answers to What-if questions. Creating and using financial functions to determine monthly payments for a loan and determining monthly payments for a loan, as well as using PV functions to determine present value of an investment. Writing and creating worksheets with the other options of printing them using the printing of range names and print area.

Reading Assignments:

Students will be required to read each chapter before class.

9. **REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

A. 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:

A. Gaskin and Vargas. *Go! with Microsoft Excel 2016 Comprehensive*, ed. Pearson Education, Inc., as Prentice Hall, 2017
B. Freund and Stark. *Microsoft Office 365 and Excel 2016 Comprehensive*, ed. Cengage Learning , 2016

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Course Originator: Anne Figone