College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 416 **TITLE:** Spreadsheet II 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
   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. 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, 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. 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.

6. **COURSE CONTENT:**
   Lecture Content:
   1. EXCEL application program orientation
   2. Basic spreadsheet planning and design
      A. Spreadsheet planning and design
      B. Menu system
      C. Data entry
      D. Basic formulas and functions
      E. Relative and absolute addressing
      F. Ranges
      G. Formatting
      H. Graphing
   3. Advanced spreadsheet features
      A. Design and organization of large and complex spreadsheets
      B. Error prevention and detection
      C. Advanced formulas and functions
      D. Database features
      E. Macros
      F. Use of spreadsheet linking features

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 enhancing the power of spreadsheets. The following examples are provided.
   1. Create and utilize the power of consolidation, summarize data gathered from multiple worksheets on one worksheet.
   2. Create styles, customize formats, format 3-D pie charts and consolidate workbooks by linking.
   3. Create tables or databases, a collection of organized data.
   4. Use the worksheet's row and column structure to organize and store a table or database, with the additional techniques of adding and deleting records, changing the values of fields, sorting records so that EXCEL can display them in different order, determine subtotals for numeric fields and display records that meet comparison criteria.
   5. Learn how to utilize EXCEL capability of using and analyzing data from a wide variety of sources, such as importing or bring data in from various external sources into an EXCEL worksheet and then analyze the data.
   6. Learn how to create and utilize advanced features of EXCEL, including Pivot Table reports, a kind of interactive chart that allows a student to change the groupings that graphically present data, and trendlines.
   7. Create worksheets that can audit formulas, validate data and solve complex problems.
   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 Starks. *Microsoft Office 365 and Excel 2016 Comprehensive*, ed. Cengage Learning, 2016

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Course Originator: Anne Figone