

# BUS A134: EXCEL 1

Item	Value
Curriculum Committee Approval Date	12/11/2013
Top Code	070210 - Software Applications
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	Yes
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

Topics include spreadsheet concepts, model building, formula development, formula functions, charts, and list functions. Provides preparation for students seeking Microsoft Office Specialist (MOS) core certification. Enrollment Limitation: CIS A134/CIS A134H; students who complete BUS A134 may not enroll in or receive credit for CIS A134 or CIS A134H. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Use Excel to create spreadsheet workbook files that include formulas for adding, subtracting, multiplying, and dividing and functions for AutoSum, MAX, MIN, AVERAGE, dAVERAGE, dCOUNT, and vLOOKUP, column, bar, and pie charts, and lists.
2. Analyze financial data to perform "What if" analysis, "Goal Seek" analysis, and "If statement" logical tests.

## Course Objectives

- 1. Produce and format worksheets and charts.
- 2. Develop formulas and use functions.
- 3. Analyze and evaluate data.
- 4. Perform web queries.
- 5. Use data tables, amortization schedules, and hyperlinks.
- 6. Create, sort, and query a worksheet List.

## Lecture Content

CREATING A WORKSHEET AND EMBEDDED CHART What is Excel. Describing the Worksheet Starting and Customizing Excel Worksheet Window Speech Recognition and Speech Playback Selecting a Cell Entering Text Entering Numbers Calculating a Sum Using the Name Box to Select a Cell Adding a 3-D Column Chart to the Worksheet Saving the Workbook Printing the Worksheet Exiting Excel Starting Excel and Opening a Workbook AutoCalculate Correcting Errors Excel Help System FORMULAS, FUNCTIONS, FORMATTING, AND WEB QUERIES Entering the Titles and Numbers into the Worksheet Entering Formulas Using AVERAGE, MAX, and MIN Functions Verifying Formulas Using Range Finder Formatting the Worksheet Checking Spelling Saving the Worksheet a Second Time Using the Same File Name Previewing and Printing the Worksheet Displaying and Printing the Formulas Version of the Worksheet Importing External Data from a Web Source Using a Web

Query Changing the Sheet Names Emailing a Workbook from within Excel WHAT-IF ANALYSIS, CHARTING, AND WORKING WITH LARGE WORKSHEETS Rotating Text and Using the Fill Handle to Create a Series Copying a Cells Format Using the Format Painter Button Copying a Range of Cells to a Nonadjacent Destination Area Deleting and Inserting Cells in a Worksheet Adding and Changing Data in the Worksheet Entering Numbers with a Format Symbol Freezing Worksheet Titles Displaying the System Date Absolute Versus Relative Addressing Making Decisions – The IF Function Formatting the Worksheet Adding a 3-D Pie Chart to the Workbook Renaming and Reordering the Sheets and Coloring Their Tabs Checking Spelling, Saving, Previewing, and Printing the Workbook Changing the View of the Worksheet What-If Analysis FINANCIAL FUNCTIONS, DATA TABLES, AMORTIZATION SCHEDULES, AND HYPERLINKS Adding Borders to a Range Creating Cell Names Based On Row Titles Using a Data Table to Analyze Worksheet Data Adding a Pointer to the Data Table Using Conditional Formatting Creating an Amortization Schedule Adding a Hyperlink to the Worksheet Printing Sections of the Worksheet Protecting the Worksheet Formula Checking CREATING, SORTING, AND QUERYING A WORKSHEET DATABASE Creating a List Adding Computational Fields to List Guidelines to Follow When Creating a List Using a Data Form to View Records and Change Data Sorting a List Displaying Automatic Subtotals in a List Finding Records Using a Data Form Filtering a List Using AutoFilter Using a Criteria Range on the Worksheet Extracting Records Comparison Criteria Using List Functions Printing the Worksheet and Saving the Workbook

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Instructional Techniques

Lecture and application of ideas on electronic spreadsheets

## Reading Assignments

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## Writing Assignments

All programs will require written student comments and program overview.

## Out-of-class Assignments

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## Demonstration of Critical Thinking

Midterm examination, final examination, theory exam, lab assignments

## Required Writing, Problem Solving, Skills Demonstration

All programs will require written student comments and program overview.

## Textbooks Resources

1. Required Shelly, G., T. Cashman, and J. Quasney. Microsoft Excel 2007 Comprehensive Concepts and Techniques, ed. Boston: Course Technology, 2007