SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 575

COURSE TITLE

SPREADSHEETS:BEGINNING

TYPE COURSE

NON-FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This course is designed to introduce basic spreadsheet skills needed to create, format, share, edit, print, and formulate, spreadsheets and charts. Students will learn how to analyze data and acquire problem-solving techniques by developing spreadsheet solutions. (FT)

LECTURE/LABORATORY HOURS

       54

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
    SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication
    SDCE students demonstrate effective communication skills.
3. Critical Thinking
    SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development
   SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Introduce spreadsheet software functions, terminology, concepts and basic principles of the discipline including hardware and operating system requirements. Demonstrate to the student the proper way to solve spreadsheet problems and use relevant problems to illustrate spreadsheet applications with hands-on training.

COURSE OBJECTIVES

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

1. Utilize spreadsheet commands/functions to create basic spreadsheets and charts.
2. Edit, formulate, format, and print spreadsheets and charts.
3. Utilize basic fundamentals in the operation of pivot tables and pivot charts.
4. Utilize software with hardware and operating system requirements.
5. Complete practical exercises, solve spreadsheet problems and use business applications utilizing problem solving skills..
6. Integrate spreadsheets with the World Wide Web, and use hyperlinks to navigate worksheets.
7. Share files using the "Cloud" and setup appropriate level of access.

SECTION II

COURSE CONTENT AND SCOPE

1. Career Choices
2. Program and Files
    2.1. Default standards
    2.2. Manage printers and peripherals
3. Create and Edit Basic Spreadsheets and Charts
    3.1. Menu commands
    3.2. Ribbon commands
    3.3. Toolbars or related editing/short cut tools
    3.4. Help resources including the internet
    3.5. Formulas and functions
    3.6. Key concepts
    3.7. File operations
    3.8. Ranges and tables
    3.9. Cell formats

COURSE CONTENT AND SCOPE (CONTINUED)

      3.10. Print functions
      3.11. Save and close files
      3.12. Chart commands
      3.13. Pivot table and pivot chart commands
4.   Formulate, Edit, and Format Techniques
      4.1.   Appearance of projects
      4.2.   Change formulas
      4.3.   Change formats
      4.4.   Move, copy, inset, delete, view changes, and manipulate data and objects
      4.5.   Problem solving skills
      4.6.   Practical exercises
5.   Short-Cut Menu Techniques
6.   Share Files Using the "Cloud" and Setup Appropriate Level of Access

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, texts, professional journals, software manuals, on-line help, reference books, tutorials, and handouts of topical material to reinforce concepts.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, the following:

1.   Complete assigned spreadsheets.
2.   Maintain a portfolio of class assignments and activities.
3.   Perform mathematical calculations as assigned.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, studying, practicing, and completing assigned projects alone or with a group.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments that demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of classroom material, class discussions on selecting and using appropriate methods, materials, equipment, and researching, designing and analyzing spreadsheets to solve a problem.

EVALUATION

Evaluation will be based on performance in a variety of activities and assignments, such as portfolio of class projects and practical assignments, punctuality and attendance, and writing assignments, quizzes, and concept/theory examinations, and group/class participation. Online assessment and testing may also be utilized.

EVALUATION (CONTINUED)

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to; tutorials, lecture/discussion, computer-assisted instruction, practical assignments, lab, audio-visual, modules, competency-based methods, field trips and other unique instructional strategies. This course or a section of this course may be taught through distance education.

TEXTS AND SUPPLIES

Textbooks must be current and relevant to the course such as:
New Perspectives, Microsoft Excel, Course Technology, latest edition
Microsoft Excel, Favro, Brian, Stolins, Russel, Labyrinth Publications, latest edition
New Perspectives on Microsoft Office Excel Introductory, June Jamrich Parsons, Dan Oja,
    Roy Ageloff, Patrick Carey, latest edition
8 New Perspectives on Microsoft Office Excel, Comprehensive, June Jamrich Parsons, Dan
    Oja, Roy Ageloff, Patrick Carey, latest edition
Supplies:
Storage media

PREPARED BY: Office System Professors   DATE: April 21, 1987

REVISED BY: Marcy Schroeder   DATE: September 15, 1989

REVISED BY: Sandy Shaffer   DATE: August 26, 1995

REVISED BY: Lorraine Muñoz   DATE: October 23, 2003

REVISED BY: Sharian Lott   DATE: February 22, 2007

REVISED BY Instructional Services/SLO's Added   DATE   June 1, 2011

REVISED BY Maria Reyes-Niemeyer   DATE   November, 2012

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog