

ALTW 126: INTRODUCTION TO SPREADSHEETS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	3
Hours:	3 lecture per week (36 total per quarter)
Advisory:	Not open to students with credit in ALTW 211.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable
Formerly:	ALTW 211

Student Learning Outcomes

- A successful student will be able to identify two or more practical applications of spreadsheet software in work or personal life
- A successful student will be able to produce simple data entry tasks such as creating a spreadsheet, and entering and editing data in a spreadsheet
- A successful student will be able to use spreadsheet software to add, subtract, and multiply

Description

This introductory course focuses on building foundational skills in spreadsheet applications. Designed for disabled adults preparing for competitive employment, the course emphasizes creating, formatting, and editing spreadsheets, charts, and tables using a variety of tools. Students will develop the skills to organize and analyze data effectively, enhancing their adaptability to different workplace environments and tasks. This course is part of the Tools for Transition & Work cohort-based program for neurodivergent learners pursuing independent success in college, career, and adult life.

Course Objectives

The student will be able to:

1. Navigate and apply basic spreadsheet software functions across multiple platforms.
2. Format, edit, and organize spreadsheet data for clarity and presentation.
3. Create, modify, and customize tables to display data effectively.
4. Develop charts and graphs to visualize data in professional and accessible formats.
5. Save, retrieve, and manage spreadsheet files using various storage options.
6. Utilize spreadsheets for basic data analysis and problem-solving in real-world scenarios.

Course Content

1. Apply spreadsheet software functions
 - a. Navigating spreadsheet interfaces
 - i. Understanding tabs, ribbons, and menus
 - ii. Exploring platform-specific tools and options
 - b. Basic spreadsheet operations
 - i. Entering, editing, and organizing data in cells
 - ii. Applying simple formulas and functions
2. Format and edit spreadsheets
 - a. Data formatting
 - i. Adjusting cell styles, fonts, and alignments
 - ii. Applying borders, shading, and conditional formatting
 - b. Editing spreadsheets
 - i. Sorting and filtering data
 - ii. Using find-and-replace tools for efficiency
3. Create and modify tables
 - a. Designing tables
 - i. Inserting, formatting, and organizing ruled and boxed tables
 - ii. Managing row and column structures for clarity
 - b. Table tools
 - i. Applying themes, styles, and formatting presets
4. Develop charts and graphs
 - a. Chart creation
 - i. Selecting chart types (e.g., bar, pie, line) for data visualization
 - ii. Customizing colors, labels, and legends for accessibility
 - b. Modifying charts
 - i. Editing chart elements to reflect updated data
 - ii. Exporting charts for use in other documents
5. Save, retrieve, and manage spreadsheet files
 - a. File management
 - i. Saving spreadsheets in various formats
 - ii. Organizing files using folders and naming conventions
 - b. File retrieval
 - i. Accessing documents from local, external, and cloud storage
6. Utilize spreadsheets for data analysis
 - a. Basic analysis techniques
 - i. Using functions such as SUM, AVERAGE, and COUNT
 - ii. Identifying trends and patterns in data
 - b. Real-world applications
 - i. Creating schedules, budgets, and inventories
 - ii. Analyzing and presenting data for workplace tasks

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. Accessible classroom with computers, monitors, printer, and appropriate software.
2. When taught online/virtual: students and faculty need internet access with Zoom-capable computer, monitor, and speakers.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Participation in all class activities

Teamwork assignments
Homework
Final project

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
Discussion
Cooperative learning exercises
Demonstration
Peer demonstration

Representative Text(s) and Other Materials

No materials are required for this course.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Development of graphs with practical application to academic assignment, independent living scenarios.
2. Development of spreadsheet with practical application for home-related spreadsheets, academic assignments, and work or volunteer setting spreadsheets.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services