

# ALTW 211: INTRODUCTION TO EXCEL

## Foothill College Course Outline of Record

Heading	Value
<b>Units:</b>	3
<b>Hours:</b>	3 lecture per week (36 total per quarter)
<b>Degree &amp; Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

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

## Description

Introduction to spreadsheet computer application. Beginning level of spreadsheet database tool, emphasis on spreadsheets, charts and tables.

## Course Objectives

The student will be able to:

- Describe and apply simple Excel functions
- Format and edit spreadsheets
- Format and edit ruled and boxed tables in Excel
- Create charts and tables

## Course Content

- Excel functions
  - Practice formatting boxed tables in Excel
  - Practice formatting ruled tables in Excel
  - Practice deleting and inserting cells, columns and rows
  - Practice printing the worksheet
- Spreadsheet
  - Charts
    - Practice formatting charts
    - Practice creating and modifying chart
    - Practice creating combination charts
  - Use Excel for simple mathematical and accounting applications
    - Practice using Excel formulas for addition
    - Practice using Excel formulas for subtraction
    - Practice using Excel formulas for multiplication
    - Practice using simple accounting templates
- Data entry and data collection
  - Practice collecting data using forms

- Practice entering data into Excel
- Practice tabulating and formatting data using Excel functions
- Practice generating a report for data

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

Accessible classroom with computers, monitors, printer and Excel software.

## Method(s) of Evaluation

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

- Participation in all class activities
- Teamwork assignments
- Homework
- Quiz
- Final exam or final project

## Method(s) of Instruction

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

- Lecture
- Discussion
- Cooperative learning exercises
- Self-paced
- Demonstration
- Peer demonstration

## Representative Text(s) and Other Materials

George, Nathan. [\*Excel 2019 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel\*](#). Independently Published, 2019.

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

Assignment Example:

- Development of graphs with practical application to academic assignment, independent living scenarios.
- 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