

ALTW 211: INTRODUCTION TO EXCEL

Foothill College Course Outline of Record

Heading	Value
Units:	3
Hours:	3 lecture per week (36 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Credit Course Basic Skills
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	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

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

Method(s) of Instruction

- 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