

BUSNC-620: INTRODUCTION TO MICROSOFT EXCEL FOR BUSINESS PROFESSIONALS

Justification for this inactivation request

Based on an agreement with the Director of Upper Valley Campus and Community Education, the Principal at Napa Valley Adult Education, and the Senior Dean of Career Education & Workforce Development, the Microsoft Suite courses should be archived. This ensures we do not have redundancy with our partnering Adult School and can have clear transitions and pathways between our offerings.

Effective Term

Fall 2025

CC Approval

09/20/2024

AS Approval

10/24/2024

BOT Approval

11/21/2024

COCI Approval

03/13/2025

SECTION A - Course Data Elements**CB04 Credit Status**

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Business Machine Technology (Any Degree and Professional Experience)	

Subject Code

BUSNC - Business Noncredit

Course Number

620

Department

BUSN

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Introduction to Microsoft Excel for Business Professionals

Short Title

Intro to MS Excel for Bus Prof

CB03 TOP Code

0702.10 - *Software Applications

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

SECTION B - Course Description

Catalog Course Description

Students will design and create profession, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

No Grade-Noncredit

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

18

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Design, create, format, and enhance spreadsheets in Microsoft Excel.
2.	Analyze, solve, and illustrate business problems in Microsoft Excel through creating and utilizing charts and graphs.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Design and create introductory spreadsheets in Microsoft Excel.
2.	Format and enhance Excel worksheets.
3.	Analyze numbers to solve business problems through inserting formulas into Excel worksheets.
4.	Manipulate and link numbers in and between Excel worksheets and Excel workbooks.
5.	Illustrate business problems using charts and graphs.

6. Organize and maintain Excel worksheets and Excel workbooks.
7. Apply technology through training assessments and testing.

Course Content

1. Preparing Excel spreadsheets through selecting cells and adding cell data.
2. Formatting and enhancing Excel worksheets through adjusting columns and rows and adding special formatting.
3. Writing formulas to analyze and solve business problems.
4. Linking data between Excel worksheets and Excel workbooks.
5. Creating custom charts and graphs to illustrate business problems.
6. Organizing and maintaining Excel worksheets and Excel workbooks through creating folders and templates and adding comments.
7. Applying technology through conducting interactive, computer training assessments.

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	

Online Adaptation

Types	Examples of learning activities
Activity	
Directed Study	
Discussion	
Group Work	
Individualized Instruction	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Other	Completion of projects, assessments, and tests including midterm exam and/or midterm project, final exam and/or final project. For example: 1. Make the following change to the spreadsheet--Use the MAX function to determine the highest monthly total for cells B3 through G8. 2. Make the following change to the spreadsheet--Insert a formula using an absolute reference to determine the projected quotas at 10% of the current quotas.

Assignments

Reading Assignments

Assigned readings from the textbook.

For example, Read Chapter 1, Preparing an Excel Worksheet.

Writing Assignments

Completion of MS Excel spreadsheet projects.

For example, Do Assessment 1 on Creating a Worksheet, and apply the Classic 2 AutoFormat design to the worksheet.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Title

Microsoft Excel 2010 Specialist

Publisher

Paradigm Education Solutions

Year

2011

Material Type

Other required materials/supplies

Description

Access to a computer or equivalent technology

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000595638

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

No

Only Pass/No Pass

No