



COMS 165 - Microsoft Excel Course Outline

Approval Date: 03/10/2022

Effective Date: 08/12/2022

SECTION A

Unique ID Number CCC000326602

Discipline(s) Business

or

Computer Information Systems

Division Career Education and Workforce Development

Subject Area Computer Studies

Subject Code COMS

Course Number 165

Course Title Microsoft Excel

TOP Code/SAM Code 0702.10 - Data Entry/Microcomputer Applications, General* / D - Possible Occupational

Rationale for adding this course to the curriculum Removing COMS 110 as a recommended prep. The course is being archived. Also matching to C-ID Office Technology / Business Information Worker - CCC 112

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Letter Grade or P/NP

Distance Education On-Campus
Mode of Instruction Hybrid
Entirely Online
Online with Proctored Exams

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description An introduction to Microsoft Excel with hands-on training. Provides an introduction to the basic concepts of an electronic spreadsheet as well as specific commands and functions. Advanced topics will include making macros, creating a database, understanding interactive menus, and using business graphics. Spreadsheet documents will be produced for a variety of applications for business use.

Schedule Description

SECTION D

Condition on Enrollment

- 1a. **Prerequisite(s):** *None*
- 1b. **Corequisite(s):** *None*
- 1c. **Recommended:** *None*
- 1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. Plan, create, edit, and print spreadsheet files using basic spreadsheet features for cells, worksheets, and workbooks.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Start Microsoft Excel.
- B. Format a workbook.
- C. Work with formulas and functions.
- D. Work with charts and graphics.
- E. Work with Microsoft Excel tables, pivot tables, and pivot charts.
- F. Manage multiple worksheets and workbooks.
- G. Use advanced functions, conditional formatting, and filtering.
- H. Develop a Microsoft Excel application.
- I. Develop a financial analysis.
- J. Perform what-if analysis.
- K. Connect external data.
- L. Expand Microsoft Excel with Visual Basic for Applications.
- M.

3. Course Content

- A. Worksheet setup and design
- B. Opening, saving, and printing worksheets
- C. Worksheet formatting and editing

- D. Worksheet features
 - a. Formulas
 - b. Functions
 - c. Charts and graphs
 - d. Tools and commands
- E. Solving common business problems using spreadsheet software
- F. Critical thinking in the workbook production process
- G.

4. Methods of Instruction:

Discussion: Post weekly chapter summary to Canvas.

Lecture: Lectures posted to Canvas. Example: PowerPoint slides and/or videos posted to Canvas for students to review each week.

5. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Exams/Tests -- Objective tests or exams

Home Work -- Create a workbook to keep track of student grades. Assume there are 20 students in the course, 5 quizzes worth 10% each and a final exam worth 50%.

Class Performance -- Practical skills demonstration

Additional assessment information:

Other evaluations as applicable

Letter Grade or P/NP

6. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Assigned readings from the textbook. For example:

1. Read Tutorial 2, Formatting a Workbook.
2. Read Tutorial 3, Working with Formulas and Functions.

B. Writing Assignments

Written assignments related to readings and in-class exercises.

Completion of assigned computer application exercises. For example:

1. Start a new worksheet. Save as budget. Enter data as assigned by Instructor. Increase the title in cell A1 to 14 point font. Right-align the contents in cells B1:E10. Enter currency style to cells B1:E10.
2. Open the budget worksheet. Save file as a web page. Close worksheet. Open file in web-browser.

C. Other Assignments

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7. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author:	Carey, Patrick
Title:	New Perspectives Microsoft® Office 365® & Excel 2019 Comprehensive
Publisher:	Cengage
Date of Publication:	2020

Edition: 1

B. Other required materials/supplies.