

COMS-165: MICROSOFT EXCEL

Effective Term

Fall 2022

BOT Approval

03/10/2022

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Business (Master's Degree)	Or
Computer Science (Master's Degree)	

Subject Code

COMS - Computer Studies

Course Number

165

Department

Computer Information Systems Application

Division

Business and Computer Studies

Full Course Title

Microsoft Excel

Short Title

Microsoft Excel

CB03 TOP Code

0702.10 - *Software Applications

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

D - Possibly Occupational

Rationale

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

SECTION B - Course Description

Catalog Course 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.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

3.00

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

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

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Start Microsoft Excel.
2.	Format a workbook.
3.	Work with formulas and functions.
4.	Work with charts and graphics.
5.	Work with Microsoft Excel tables, pivot tables, and pivot charts.
6.	Manage multiple worksheets and workbooks.
7.	Use advanced functions, conditional formatting, and filtering.
8.	Develop a Microsoft Excel application.

9. Develop a financial analysis.
10. Perform what-if analysis.
11. Connect external data.
12. Expand Microsoft Excel with Visual Basic for Applications.

Course Content

1. Worksheet setup and design
2. Opening, saving, and printing worksheets
3. Worksheet formatting and editing
4. Worksheet features
 - a. Formulas
 - b. Functions
 - c. Charts and graphs
 - d. Tools and commands
5. Solving common business problems using spreadsheet software
6. Critical thinking in the workbook production process

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
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.

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
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	
Homework	
Other	Class Performance -- Practical skills demonstration
Other	Other evaluations as applicable

Assignments

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.

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.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Carey, Patrick

Title

New Perspectives Microsoft® Office 365® & Excel 2019 Comprehensive

Edition/Version

1st

Publisher

Cengage

Year

2020

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000326602

CB10 Cooperative Work Experience Status

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

CB11 Course Classification Status

Y - Credit Course

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

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No