CBA G015N: MICROSOFT EXCEL BASICS

Item	Value
Curriculum Committee Approval Date	04/04/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	18 Total Hours (Lecture Hours 11; Lab Hours 7)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

Formerly: CBA G160N. This noncredit course prepares students to create basic spreadsheets using Microsoft Excel or equivalent applications. Topics include spreadsheet concepts, entering cell data, creating formulas and functions, applying formatting, inserting rows and columns, managing worksheets, and developing simple charts. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Manage a worksheet by inserting, deleting, formatting, editing, and copying content.
3. Create basic formulas and functions for calculations, analysis, and making decisions.
4. Develop a spreadsheet using spreadsheet software for simple business solutions.
5. Create a chart with labels to show a trend or results.

Course Objectives

- 1. Create and format worksheets and charts.
- 2. Insert formulas and functions.
- 3. Manage worksheet by copying and pasting, inserting, deleting, and resizing columns and rows.
- 4. Sort content in columns using ascending or descending options.
- 5. Insert a new worksheet and change the tab color.
- 6. Change margins and use scale to fit options.
- 7. Print a worksheet or workbook.
- 8. Check data and formulas for accuracy.

Lecture Content

Create a worksheet Define Excel and needs for a worksheet Open and save a blank workbook Identify elements of the Excel application window Add document properties Select a cell, a range of cells, rows, or columns Navigate worksheet using scroll bars, arrows, and name box Enter data and arrange content Enter labels and data Cut, copy, and paste cells, columns or rows Clear cell contents Create a series using the fill handle Sort content Format a worksheet Apply font style, color, and size Format numbers, monetary values, percentages, and dates Use cell styles and conditional formatting Apply alignments Insert borders and shading Adjust column width and row height Create formulas and functions Use order of operations to develop formulas Enter formulas using buttons, menus, mouse, and typing Verify formulas using range finder Copy, edit, and delete formulas Display formulas Arrange worksheets Add a new worksheet to a workbook Rename and apply color to a worksheet tab Copy, move, and delete a worksheet Group worksheets Layout of a worksheet Apply margins, headers, and footers Insert page breaks and freeze panes Change orientation Insert or delete columns and rows Create a chart Create a pie, column, and bar chart Apply layouts, colors, and chart styles Format elements of the chart Size and move chart within a worksheet Move a chart to a new chart sheet Use chart filters Print a selection or workbook Set print area Sc ale to fit Preview a worksheet Print a: selection worksheet workbook Change page order Print row and column headings

Lab Content

Create a worksheet Describe uses for Excel Open and save a workbook Create a workbook with formulas Enter titles and numbers into the worksheet Format content and data Select, copy, cut and paste a cell, a range of cells, rows, or columns Add a chart to a workbook

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Reading Assignments

Assign videos and readings from websites and PowerPoints.

Writing Assignments

Provide written feedback from peer reviews, reflections on skills learned, and how they relate to business spreadsheets in the workplace or for personal use.

Out-of-class Assignments

Practice activities, practice quizzes, watch videos, and participate in discussions on peer critiques.

Demonstration of Critical Thinking

Students will explore alternatives to develop different versions of a spreadsheet such as identifying different companies and products to perform different calculations.

Required Writing, Problem Solving, Skills Demonstration

Additional projects may be completed to demonstrate further competencies using Microsoft Excel.

Eligible Disciplines

Computer science: Masters degree in computer science or computer engineering OR bachelors degree in either of the above AND masters degree in mathematics, cybernetics, business administration, accounting or engineering OR bachelors degree in engineering AND masters degree in cybernetics, engineering mathematics, or business administration OR

bachelors degree in mathematics AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in any of the above AND a masters degree in information science, computer information systems, or information systems OR the equivalent. Note: Courses in the use of computer programs for application to a particular discipline may be classified, for the minimum qualification purposes, under the discipline of the application. Masters degree required. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. Digital Literacy Assessment by Northstar 2. GCF Global website