

CAOT R123: MICROSOFT EXCEL

Originator

hbouma

College

Oxnard College

Discipline (CB01A)

CAOT - Computer Apps/Office Tech

Course Number (CB01B)

R123

Course Title (CB02)

Microsoft Excel

Banner/Short Title

Microsoft Excel

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

This course provides instruction in Microsoft Excel, concentrating on the development of an understanding and working knowledge of the business and practical applications of a spreadsheet. Students will be introduced to topics such as charts, formulas, functions, Web queries, formatting, financial functions, data tables, and hyperlinks.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

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

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

May be required

Grading method

Letter Graded

Alternate grading methods

Credit by exam, license, etc.
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

43.75

Maximum Contact/In-Class Lecture Hours

43.75

Activity

Laboratory

Minimum Contact/In-Class Laboratory Hours

26.25

Maximum Contact/In-Class Laboratory Hours

26.25

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

70

Total Maximum Contact/In-Class Hours

70

Outside-of-Class**Internship/Cooperative Work Experience**

Paid

Unpaid

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

87.5

Maximum Outside-of-Class Hours

87.5

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Illustrate the use of text and numbers in a worksheet |
| 2 | Illustrate the use of various types of charts |
| 3 | Illustrate the use of text and numbers in a worksheet. |
| 4 | Illustrate the use of a pie chart. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|----|--|
| 1 | Describe a spreadsheet worksheet |
| 2 | Illustrate the use of text and numbers in a worksheet |
| 3 | Illustrate the use of various formatting applications |
| 4 | Illustrate the use of various types of charts |
| 5 | Explain the use of functions and formulas and their advantages |
| 6 | Illustrate the use of a web query to obtain real-time data from the World Wide Web |
| 7 | Illustrate the use of specific formatting techniques for custom applications |
| 8 | Explain the use of various financial functions |
| 9 | Describe a data table |
| 10 | Illustrate and explain the use of hyperlinks |
| 11 | Describe and explain the use of a spreadsheet database |
| 12 | Illustrate and explain the techniques of sorting and querying a spreadsheet database |

- | | |
|----|--|
| 13 | Create and use a template |
| 14 | Create formulas that use 3-D cell references |

Course Content

Lecture/Course Content

1. Creating a worksheet and an embedded chart
 - a. Entering text and numbers
 - b. Formatting a worksheet
 - c. Using column charts
2. Formulas, functions, formatting, and web queries
 - a. Using formulas and functions
 - b. Formatting techniques for custom applications
 - c. Importing data from a web source
3. What-if analysis, charting, and working with large worksheets
 - a. Freezing worksheets
 - b. Making decisions using functions
 - c. Adding 3-D charts to a worksheet
 - d. What-if analysis
4. Financial functions, data tables, amortization schedules, and hyperlinks
 - a. Using a data table to analyze a worksheet
 - b. Creating an amortization schedule and using financial functions
 - c. Adding hyperlinks to a worksheet
5. Creating, sorting, and querying a list
 - a. Creating a list
 - b. Sorting a list
 - c. Querying a list
 - d. Using database functions
6. Creating templates and working with multiple worksheets
 - a. Creating a template
 - b. Creating a workbook from a template
 - c. Consolidating data by linking worksheets

Laboratory or Activity Content

1. Creating a worksheet and an embedded chart
 - a. Entering text and numbers
 - b. Formatting a worksheet
 - c. Using column charts
2. Formulas, functions, formatting, and web queries
 - a. Using formulas and functions
 - b. Formatting techniques for custom applications
 - c. Importing data from a web source
3. What-if analysis, charting, and working with large worksheets
 - a. Freezing worksheets
 - b. Making decisions using functions
 - c. Adding 3-D charts to a worksheet
 - d. What-if analysis
4. Financial functions, data tables, amortization schedules, and hyperlinks
 - a. Using a data table to analyze a worksheet
 - b. Creating an amortization schedule and using financial functions
 - c. Adding hyperlinks to a worksheet
5. Creating, sorting, and querying a list
 - a. Creating a list
 - b. Sorting a list
 - c. Querying a list
 - d. Using database functions
6. Creating templates and working with multiple worksheets

- a. Creating a template
- b. Creating a workbook from a template
- c. Consolidating data by linking worksheets

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
 Skills demonstrations
 Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
 Essay exams
 Essays
 Individual projects
 Laboratory activities
 Objective exams
 Projects
 Problem-Solving Assignments
 Problem-solving exams
 Quizzes
 Skills demonstrations
 Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Computer-aided presentations
 Class discussions
 Case studies
 Distance Education
 Demonstrations
 Instructor-guided use of technology
 Laboratory activities
 Lecture

Describe specific examples of the methods the instructor will use:

Instructional methodology may include providing PowerPoint presentations that illustrate concepts, principles, terminology, and skills to be learned. Case studies may be provided to allow students to apply chapter skills to a variety of scenarios. Class discussions may be provided to focus on specific skills. Laboratory exercises may be provided to reinforce learned skills such as creating spreadsheets, databases, and inserting graphics.

Representative Course Assignments

Writing Assignments

1. Students may be required to write specification documents for each worksheet created throughout the semester. The specification documents include such items as the purpose of the spreadsheet, the source of the data, calculations that are used in the spreadsheet, the chart requirements for the spreadsheet, the author of the spreadsheet, any web queries used, a list of documents that are associated via hyperlinks, and the date the spreadsheet was created.

Critical Thinking Assignments

Students may be required to respond to discussion questions regarding applying technology skills to occupational and personal activities. Students may be required to apply technology skills to business problems.

Reading Assignments

1. Students may be required to read and study the information in each chapter of the textbook outside of class hours. Chapter study assignments are assigned periodically throughout the semester. The textbook chapters provide information about how to use text and numbers in a worksheet, how to use various formatting applications, the use of various types of charts, how to use functions and formulas and understand their advantages, how to use a web query to obtain real-time data from the World Wide Web, how to use specific formatting techniques for custom applications, how to use various financial functions, how to use a data table, how to

use hyperlinks, how to create and use a spreadsheet database, how to sort and query a spreadsheet database, and how to create a template.

Skills Demonstrations

Students may be required to demonstrate technology skills to solve business problems in areas such as advertising, financial documents, and inventory management.

Other assignments (if applicable)

1. Students may be required to create spreadsheets as assigned. The spreadsheet assignments contain specific requirements that measure the ability of a student to create a spreadsheet, to use text and numbers in a worksheet, to use various formatting applications, to use various types of charts, to use functions and formulas and explain their advantages, to use a web query to obtain real-time data from the World Wide Web, to use specific formatting techniques for custom applications, to use various financial functions, to use a data table, to use hyperlinks, to create and use a spreadsheet database, to sort and query a spreadsheet database, and to create a template.

Outside Assignments

Representative Outside Assignments

1. Reading

- a. Students may be required to study the information in each chapter of the textbook.
- b. Students may be required to study material presented on the World Wide Web at sources listed in various chapters in the textbook.

2. Writing

- a. Students may be required to write a paper demonstrating their ability to describe how to enter graphics in a spreadsheet document, save a document, insert clip art in a document, apply formatting styles to text in a worksheet, enter text and numbers in a worksheet, how to save, close, and open a workbook, create a database, create a table and add records, create a query, a form, and a report, and describe the various functions in the Excel window.

3. Other

- a. Students may be required to create documents using various computer technologies.
- b. Students may be required to be able to perform basic file management such as copying, moving, renaming, deleting files, and creating folders.
- c. Assignments listed in previous sections.

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****CSU GE-Breadth****Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****Area F: Ethnic Studies****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

DescriptionShelly & Quasney (2013). *Microsoft Excel 2016, complete*. Cengage.**Resource Type**

Other Instructional Materials

Description

Selected handouts as developed by each instructor..

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
E-mail	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.</p>

Video Conferencing

Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using video conferencing technology during a video conference session monitored by the instructor.

Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using video conferencing technology during a video conference session monitored by the instructor.

Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.

Hybrid (51%–99% online) Modality:**Method of Instruction****Document typical activities or assignments for each method of instruction**

Asynchronous Dialog (e.g., discussion board)

Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.

Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.

Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.

Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.

E-mail

Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.

Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.

Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.

Video Conferencing

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Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may also communicate by Canvas or e-mail regarding assignments, demonstrations, lab skills requirements, assessments, and general information regarding the course.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
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Video Conferencing	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using video conferencing technology during a video conference session monitored by the instructor.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using video conferencing technology during a video conference session monitored by the instructor.</p> <p>Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.</p>

Examinations**Hybrid (1%–50% online) Modality**

Online

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Additional Minimum Qualifications**Minimum Qualifications**

Office Technologies

Review and Approval Dates**Department Chair**

08/21/2020

Dean

08/21/2020

Technical Review

08/26/2020

Curriculum Committee

08/26/2020

DTRW-I

MM/DD/YYYY

Curriculum Committee

11/25/2020

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000527095

DOE/accreditation approval date

MM/DD/YYYY