CAOT R806: MS EXCEL

Originator
ptrujillo

College
Oxnard College

Discipline (CB01A)
CAOT - Computer Apps/Office Tech

Course Number (CB01B)
R806

Course Title (CB02)
MS Excel

Banner/Short Title
MS Excel

Credit Type
Noncredit

Start Term
Fall 2022

Catalog Course Description
This course is designed to provide the learner with a basic to intermediate understanding of Microsoft Excel beginning with spreadsheet design, creation, revision, formatting, and printing a workbook. Formulas, functions, and syntax are introduced along with an introduction to using charts and graphs. Problem solving for Excel solutions is also emphasized. This course prepares the student for the Microsoft Office User Certification exam for Excel.

Taxonomy of Programs (TOP) Code (CB03)
0702.10 - *Software Applications

Course Credit Status (CB04)
N (Noncredit)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

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)
K - Other Noncredit Enhanced Funding

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)
I - Short-Term Vocational

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
Will not be required

Grading method
(L) Letter Graded

Alternate grading methods
(O) Student Option- Letter/Pass
(E) Credit by exam, license, etc.
(P) Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
Yes
Number of times a student may enroll in this course
Unlimited

Maximum units a student may earn in this course
0

Units and Hours

Carnegie Unit Override
No

Total in-Class (full semester or term)
Total Minimum Contact/In-Class Hours (for full semester or term; not weekly)
50
Total Maximum Contact/In-Class Hours (for full semester or term; not weekly)
50

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
50
Total Maximum Student Learning Hours
50

Advisories on Recommended Preparation
CAOT R801

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	Create a spreadsheet with a chart.
2	Enter and organize data in a table to include sorting and querying.
3	Enter functions and formulas.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	Describe the Excel worksheet
2	Plan, create, edit, and print spreadsheet files using spreadsheet features for cells, worksheets, and workbooks.
3	Illustrate the use of various formatting applications
4	Create a variety of charts and graphs to represent data
5	Apply formulas and functions to produce solutions.
6	Illustrate the use of specific formatting techniques for custom applications
7	Describe and explain the use of a spreadsheet database
8	Illustrate and explain the techniques of sorting and querying a spreadsheet database
9	Create and use a template
10	Determine and apply appropriate problem-solving techniques.

Course Content

Lecture/Course Content

1. Introduction to Excel
2. Creating and Managing Workbooks
   a. Spreadsheet Basics
   b. Worksheet Management
   c. Templates and Themes
   d. External Data
   e. Workbook Management Facts
3. Organizing and Entering Data
   a. Deleting and Clearing Dells
   b. Copy and Paste Options
   c. Large Data Sets
   d. Data Entry Facts
4. Changing Properties and Printing Worksheets
   a. Data Protection
   b. Data Validation
   c. Excel Printing Tips
   d. Worksheet Printing Facts
5. Formatting Cells
   a. Number Formats
   b. Cell Formats
   c. Cell Styles and Colors
   d. Cell Borders
   e. Cell Formatting Facts
6. Entering Simple Formulas
   a. Formulas and Functions
   b. AutoFill Options
   c. Add and Average
   d. Text Functions
   e. Concatenating in Excel
   f. Formula Facts
7. Using Advanced Functions

   a. Relative and Absolute References
   b. Advanced Cell References
   c. Named Cells and Ranges
   d. The IF Function
   e. Logical Functions
   f. Excel Error Messages
   g. Advanced Function Facts
8. Displaying Data in Charts
   a. Chart Formatting
   b. Chart Types
   c. Chart Facts
9. Organizing Data in Tables
   a. Conditional Formatting
   b. Excel Tables
   c. Table Customization
   d. Excel Table Facts
10. Summarizing Complex Data
   a. Creating Outlines
   b. PivotTables
   c. Advanced PivotTables
   d. VLOOKUP
   e. Complex Data Facts

Methods of Evaluation

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

Skills demonstrations

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):

Individual projects
Laboratory activities
Objective exams
Quizzes
Skills demonstrations
Skills tests or practical examinations

Instructional Methodology

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

Audio-visual presentations
Class discussions
Computer-aided presentations
Demonstrations
Distance Education
Group discussions
Instructor-guided use of technology
Internet research
Laboratory activities
Lecture

Describe specific examples of the methods the instructor will use:

Lectures and presentations may be provided and supported with visual aids on the topics of each chapter. Such lectures and presentations will enhance a student's ability to describe a spreadsheet, use text and numbers in a worksheet, use various formatting applications, use various formatting applications, use various types of charts, use functions and formulas and explain their advantages, use specific formatting techniques for custom applications, use a spreadsheet database, sort and query a spreadsheet database, and create a template.

Class discussions may be conducted on the topics of each chapter. The discussions throughout the semester provide a forum for the students to verbally demonstrate their knowledge of such topics as describing a spreadsheet, use of text and numbers in a worksheet, use of various formatting applications, use of various types of charts, use of functions and formulas and explain their

advantages, use of specific formatting techniques for custom applications, explain various financial functions, describe and explain the use of a spreadsheet database, explain how to sort and query a spreadsheet database, and explain how to create a template.

Representative Course Assignments

Reading Assignments

Reading assignments may be assigned for each chapter. Over the course these assignments are directly related to such topics as formatting differences between text and numbers in a worksheet, using various formatting applications, using various types of charts, using functions and formulas and understanding their advantages, using specific formatting techniques for custom applications, creating a spreadsheet database, sorting and querying a spreadsheet database, and creating a template.

Skills Demonstrations

Students may be required to create spreadsheets as assigned. The spreadsheet assignments would contain specific skill requirements that measure the ability of a student to design and 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 specific formatting techniques for custom applications, to create and use a spreadsheet database, to sort and query a spreadsheet database, and to create a template.

Outside Assignments

Articulation

C-ID Descriptor Number

BSOT 112X

Status

Aligned

Textbooks and Lab Manuals

Resource Type

Websites

Description

"IT Certification Training Courseware: MOS Certification Training." *IT Certification Training Courseware | Microsoft Office 2019 Certification Training*, http://www.testout.com/.

Library Resources

Sufficient Library Resources exist

Yes

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (1%–50% online)
Hybrid (51%–99% 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)	Topics will be presented for discussion with the opportunity to provide feedback, present, and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send course introduction message to the group, to send group reminder emails.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present, and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send course introduction message to the group, to send group reminder emails.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Topics will be presented for discussion with the opportunity to provide feedback, present, and answer questions.
E-mail	Email will be used for individual interaction between professor and student, to send course introduction message to the group, to send group reminder emails.
Face to Face (by student request; cannot be required)	Part of the course requires face to face time. Also, face to face with individuals will take place to discuss specific questions, issues or concerns.
Synchronous Dialog (e.g., online chat)	Online chat will provide the opportunity to further discuss topics, answer questions, and provide feedback.
Other DE (e.g., recorded lectures)	Lectures will be recorded to introduce new chapter content to demonstrate software use, and provide examples.
Telephone	The telephone will be used for individual communication between professor and student to discuss items that require immediate attention or are of sensitive nature.

Examinations

Hybrid (1%–50% online) Modality

On campus
Online

Hybrid (51%–99% online) Modality

On campus
Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Additional Minimum Qualifications

Minimum Qualifications
Office Technologies
Business Education

Review and Approval Dates

Department Chair
09/04/2019

Dean
09/04/2019

Technical Review
09/11/2019

Curriculum Committee
09/11/2019

DTRW-I
10/10/2019

Curriculum Committee
10/23/2019

Board
11/12/2019

CCCCO
12/13/2019

Control Number
CCC000611299

DOE/accreditation approval date
MM/DD/YYYY