BUSNC 620 - Introduction to Microsoft Excel for Business Professional Course Outline

Approval Date: 05/10/2018
Effective Date: 08/13/2018

SECTION A

Unique ID Number	CCC000595638
Discipline(s)	Business Machine Technology Computer Information Systems
Division	Career Education and Workforce Development
Subject Area	Business-Noncredit
Subject Code	BUSNC
Course Number	620
Course Title	Introduction to Microsoft Excel for Business Professional
TOP Code/SAM Code	0702.10 - Data Entry/Microcomputer Applications, General* / C - Occupational
Rationale for adding this course to the curriculum	This course is part of the business information certificate. The skills are needed, however the credit courses are low enrolled. Developing this series in a non credit forum will better meet the needs of workforce and students. This will also allow us to better serve typically, non-college aged students.
Cross List	*N/A*
Typical Course Weeks	4

Total Instructional Hours

	Contact Hours
Lecture	18.00
Lab	0.00
Activity	0.00

Distance Education Mode of Instruction	On-Campus Hybrid Entirely Online Hybrid more than 50%

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability	May be repeated 99 times
Catalog Description	Students will design and create professional, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.
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. Design, create, format, and enhance spreadsheets in Microsoft Excel.
B. Analyze, solve, and illustrate business problems in Microsoft Excel through creating and utilizing charts and graphs.

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

A. Design and create introductory spreadsheets in Microsoft Excel.
B. Format and enhance Excel worksheets.
C. Analyze numbers to solve business problems through inserting formulas into Excel worksheets.
D. Manipulate and link numbers in and between Excel worksheets and Excel workbooks.
E. Illustrate business problems using charts and graphs.
F. Organize and maintain Excel worksheets and Excel workbooks.
G. Apply technology through training assessments and testing.
H.

3. Course Content

A. Preparing Excel spreadsheets through selecting cells and adding cell data.
B. Formatting and enhancing Excel worksheets through adjusting columns and rows and adding special formatting.
C. Writing formulas to analyze and solve business problems.
D. Linking data between Excel worksheets and Excel workbooks.
E. Creating custom charts and graphs to illustrate business problems.
F. Organizing and maintaining Excel worksheets and Excel workbooks through creating folders

and templates and adding comments.

CB23 Funding Agency Category:	Y - Not Applicable
CB24-Program Course Status:	1 = Program Applicable