COMS 165 - Microsoft Excel Course Outline

Approval Date: 03/10/2022
Effective Date: 08/12/2022

SECTION A

Unique ID Number	CCC000326602
Discipline(s)	Business
	or
	Computer Information Systems
Division	Career Education and Workforce Development
Subject Area	Computer Studies
Subject Code	COMS
Course Number	165
Course Title	Microsoft Excel
TOP Code/SAM Code	0702.10 - Data Entry/Microcomputer Applications, General* / D - Possible Occupational
Rationale for adding this course to the curriculum	Removing COMS 110 as a recommended prep. The course is being archived. Also matching to C-ID Office Technology / Business Information Worker - CCC 112
Units	3
Cross List	*N/A*
Typical Course Weeks	18
Total Instructional Hours	

Contact Hours

Lecture	54.00
Lab	0.00
Activity	0.00
Work Experience	0.00
Outside of Class Hours	108.00

Total Contact Hours	54
Total Student Hours	162

Open Entry/Open Exit	No
Maximum Enrollment	
Grading Option	Letter Grade or P/NP

Distance Education

Edition: 1

B. Other required materials/supplies.