



## **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

**Work Experience** 0.00

---

**Total Contact Hours** 18

**Open Entry/Open Exit** No

**Maximum Enrollment**

**Grading Option** Non-credit Course

**Distance** On-Campus  
**Education Mode of** Hybrid  
**Instruction** 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.

G. Applying technology through conducting interactive, computer training assessments.

#### 4. Methods of Instruction:

**Distance Education:**

**Lecture:**

**5. Methods of Evaluation:** Describe the general types of evaluations for this course and provide at least two, specific examples.

Additional assessment information:

Completion of projects, assessments, and tests including midterm exam and/or midterm project, final exam and/or final project. For example:

1. Make the following change to the spreadsheet--Use the MAX function to determine the highest monthly total for cells B3 through G8.
2. Make the following change to the spreadsheet--Insert a formula using an absolute reference to determine the projected quotas at 10% of the current quotas.

Non-credit Course

**6. Assignments:** State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Assigned readings from the textbook. For example, Read Chapter 1, Preparing an Excel Worksheet.

B. Writing Assignments

Completion of MS Excel spreadsheet projects. For example, Do Assessment 1 on Creating a Worksheet, and apply the Classic 2 AutoFormat design to the worksheet.

C. Other Assignments

D.

#### 7. Required Materials

**A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.**

Book #1:

Author: -

Title: Microsoft Excel 2010 Specialist

Publisher: Paradigm Education Solutions

Date of Publication: 2011

Edition:

**B. Other required materials/supplies.**

- Access to a computer or equivalent technology

#### 8. CB Codes

**CB04 Credit Status:**

N - Noncredit

**CB08 Basic Skills Status:**

N - Not Basic Skills

**CB10 Course COOP Work Exp-ED:**

NCOOP = Not part of Coop Work Exp

**CB11 Course Classification Status:**

J = Workforce Preparation

**CB13 Special Class Status:**

N - Not a Special Class

**CB21 Prior Transfer Level:**

Y - Not applicable

**CB22 Noncredit Category:**

J - Workforce Preparation

**CB23 Funding Agency Category:**

Y - Not Applicable

**CB24-Program Course Status:**

1 = Program Applicable