CHT A020N: MICROSOFT EXCEL BASICS

Item	Value
Curriculum Committee Approval Date	12/06/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 9; Lab Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course will prepare students how to create basic spreadsheets using Microsoft Excel. Topics include terminology, entering and editing data, creating formulas, functions and simple charts, applying formatting and alignments, inserting cells, rows, and columns, page and print layouts and managing worksheets. ADVISORY: CHT A001N. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Create a spreadsheet that includes basic formulas and functions for calculations, analysis, and making decisions.
2. Manage a worksheet by inserting, deleting, moving, formatting, editing and copying content.
3. Create a pie or column chart with labels to show a trend or results.

Course Objectives

- 1. Develop and format basic worksheets.
- 2. Create formulas and functions.
- 3. Organize a worksheet by copying, pasting, inserting, deleting and resizing columns and rows.
- 4. Insert and format charts.
- 5. Sort content to find solutions.
- 6. Adjust pagination and orientation.
- 7. Print a selection, worksheet or workbook.
- 8. Check data and formulas for accuracy.

Lecture Content

Creating a worksheet Define Excel and its purposes Open a blank and existing workbook and save Explain parts of the Excel application window Select a cell, a range of cells, rows, or columns Enter titles, text, and numbers into the worksheet Edit and clear cell contents Format a worksheet Apply font style, color, shade, and size Format numbers, values, and dates Apply alignments Format columns and rows Inserting formulas and functions Enter formulas using arithmetic operators Create basic functions Use range finder to check formulas Display formulas and correct errors Managing a worksheet Use fill handle to create a series Drag and drop to move content Cut, copy and paste a range of cells to a nonadjacent area Use paste options Add a worksheet Add, copy, delete and arrange worksheet Rename and apply a color to sheet tabs Insert, delete and resize columns or rows Sort using ascending and descending options Email a workbook within Excel Creating a chart Create a pie, column or bar chart Change chart type Apply a chart style and a quick layout Change colors of chart data series Size and move a chart within a worksheet Move chart to a new chart sheet Format and adjust chart elements Print a selection or workbook Change margins and scale to fit options Insert a header and footer Apply landscape orientation Adjust print settings and preview a worksheet

Lab Content

Create a worksheet Define Excel and uses Open and save a workbook Create a worksheet with formulas and functions to analyze and solve problems Explain the difference between a formula and a function Enter titles, labels, data and numbers into the worksheet Format content and data for clarity and flexibility Arrange and expand content using copy, cut and paste to different cell ranges Add a chart in a separate chart sheet and format with elements Identify different chart types and their purposes

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Reading Assignments

Assign readings from websites, PowerPoints and content pages.

Writing Assignments

Provide written feedback from peer reviews, reflections on skills learned, and how they relate to business documents in the workplace.

Out-of-class Assignments

Practice activities, projects, quizzes, watch videos, and discussions on peer critiques.

Demonstration of Critical Thinking

Students will explore alternatives to develop different versions of a spreadsheet such as when to insert rows, columns or add a new worksheet in a workbook. Students will evaluate and critique spreadsheet design, layout and accuracy of formulas.

Required Writing, Problem Solving, Skills Demonstration

Additional projects may be completed to demonstrate further competencies using Excel.

Eligible Disciplines

Office technologies (secretarial skills, office systems, word processing, ...: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. GCFGlobal website 2. Digital Literacy Assessment by Northstar