

STV90 : Microsoft Excel

General Information

Author:	<ul style="list-style-type: none">Kassandra Wilson
Course Code (CB01) :	STV90
Course Title (CB02) :	Microsoft Excel
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608730
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 90 is a basic introduction to spreadsheet software using Microsoft Office Excel. This is a beginning level course that teaches the student how to create a worksheet, use formulas and functions, insert charts, and more. Lecture/Demonstration 48 hours. Note: This course is pass/ no pass.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course. <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Course Special Class Status (CB13) Course is not a special class. Pre-Collegiate Level (CB21) Not applicable.	Grading Basis <ul style="list-style-type: none">Pass / No-Pass Only Course Support Course Status (CB26) Course is not a support course
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General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 48

Total Course Out-of-Class Hours 0

Total Student Learning Hours 48

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	48	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks) 18

Hours per unit divisor 54

Course In-Class (Contact) Hours

Lecture 48

Laboratory 0

Studio 0

Total 48

Course Out-of-Class Hours

Lecture 0

Laboratory 0

Studio 0

Total 0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
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No Value	No Value	No Value	No Value
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Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

STV70 - Introduction to Computers (in-development)

Objectives

- Explain the difference between application software and system software.
- Describe the basic components of a computer.

Entry Standards

Entry Standards

Define a computer and categorize computers.

Demonstrate the use of a mouse.

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Laboratory

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation

Exam/Quiz/Test

Exam/Quiz/Test

Rationale

Skill exercises the end of each chapter

Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Steven Freund	Microsoft Office 365 & Excel 2019 : comprehensive	Cengage	2020	978-0-357-02640-3

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Use cells.

Format worksheets.

Complete worksheets and workbooks.

Employ formulas and functions.

Create and format charts.

SLOs

Demonstrate the ability to create, edit, save, and print a worksheet.

Expected Outcome Performance: 70.0

<i>STV</i> Account Clerk I Certificate	Analyze company financial data. Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.
<i>STV</i> General Front Office Clerk III Certificate	Compile and edit spreadsheets using common business software and/or the calculator. Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

Demonstrate the ability to format a worksheet.

Expected Outcome Performance: 70.0

<i>STV</i> Account Clerk I Certificate	Analyze company financial data. Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.
<i>STV</i> General Front Office Clerk III Certificate	Compile and edit spreadsheets using common business software and/or the calculator. Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

Apply skills to create formulas and functions in a worksheet.

Expected Outcome Performance: 70.0

STV Account Clerk I Certificate	Analyze company financial data. Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.
STV General Front Office Clerk III Certificate	Compile and edit spreadsheets using common business software and/or the calculator. Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

Translate data into charts.

Expected Outcome Performance: 70.0

STV Account Clerk I Certificate	Analyze company financial data. Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.
STV General Front Office Clerk III Certificate	Compile and edit spreadsheets using common business software and/or the calculator. Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Preparing an Excel Worksheet (6 hours)

- Creating a worksheet
- Saving a workbook

- Opening a workbook
- Printing a workbook
- Closing a workbook and exiting Excel
- Expanding drop-down menus
- Editing data in a cell
- Using automatic entering features
- Turning on/off and maneuvering in the task pane
- Selecting cells
- Formatting with auto-format
- Using help

Formatting an Excel Worksheet (7 hours)

- Previewing a worksheet
- Apply formatting with buttons on the formatting toolbar
- Change column width
- Change row height
- Format data in cells
- Inserting and deleting cells, rows, and columns
- Add borders and shading to cells
- Formatting with format painter

Inserting Formulas in a Worksheet (6 hours)

- Using the auto-sum bottom
- Writing formulas with mathematical operators
- Inserting a formula with the insert function button
- Using absolute and mixed cell reference in formulas

Enhancing a Worksheet (5 hours)

- Formatting a worksheet page
- Customizing print jobs
- Completing a spell check
- Using undo and redo
- Finding a replacing data in a worksheet
- Sorting data
- Creating a list
- Planning a worksheet

Moving Data Within and Between Workbooks (7 hours)

- Moving, copying, and pasting cells
- Creating a workbook with multiple worksheets
- Working with ranges
- Working with windows
- Moving, copying, and pasting data

Maintaining Workbooks (6 hours)

- Maintaining workbooks
- Total hours 48
- Managing worksheets
- Saving workbooks in a variety of formats
- Formatting with styles Inserting comments
- Using Excel templates

Creating a Chart in Excel (11 hours)

- Creating a chart
- Deleting a chart
- Sizing and moving a chart
- Change the chart type
- Changing data in cells
- Changing the data series
- Adding chart elements
- Formatting chart elements

Total hours: 48

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value