STV91 : Microsoft Advanced Excel

General Information

Author:	• Kassandra Wilson
Course Code (CB01) :	STV91
Course Title (CB02) :	Microsoft Advanced 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) :	CCC000608731
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 91 introduces spreadsheet software using Microsoft Office Excel. This intermediate level course teaches students to use advanced formatting techniques, templates workspace, and advanced functions. Lecture/Demonstration 48 hours. Note: This is a pass/ no pass course.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• 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.

☐ 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

• Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

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
No Value	No Value	No Value	No Value

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

STV90 - Microsoft Excel (in-development)

Objectives

- Use cells.
- Format worksheets.
- Complete worksheets and workbooks.
- Employ formulas and functions.
- Create and format charts.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Discussion
Methods of Instruction	Multimedia
Methods of Instruction	Collaborative Learning
Methods of Instruction	Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Exam/Quiz/Test	Skill exercises the end of each chapter
Exam/Quiz/Test	Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Steven M Freund	Shelly Cashman Series Microsoft Office 365 & Excel 2019	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

Apply number formats.

Use conditional formatting.

Use financial and statistical functions.

Use macros.

Display and format data.

Display and format data.

Collaborate with a workgroup.

SLOs

Create spreadsheet software for financial & other business applications requiring mathematical calculations.

Expected Outcome Performance: 70.0

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.

Implement spreadsheet software to prepare various charts--pie, bar, line, column, & area.

Expected Outcome Performance: 70.0

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.

Apply formula auditing techniques to analyze a worksheet.

Expected Outcome Performance: 70.0

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.

Course Content

Lecture Content

Enhancing the Display of Workbooks (3 hours)
- Inserting images in a workbook
- Creating diagrams and organizational charts
- Creating WordArt
- Drawing shapes, lines, and auto-shapes

Formatting Excel Worksheets Using Advanced Formatting Techniques (8 hours)
- Applying number formats
- Creating custom formats
- Formatting large labels
- Automatically adjust column widths and row heights
- Creating, applying, and editing styles
- Using the format painter button
- Applying borders and shading
- Turning off zeros
- Modifying default working folder
- Setting the default number folder
- Changing the default working folder
- Using auto-format
- Using conditional formatting
- Adjusting the layout of a worksheet
- Using the paste special command
- Hiding and unhiding rows, columns, and sheets
- Using the page break preview command
- Changing page order
- Inserting graphics into a worksheet or chart
- Using cropping and rotating tools
- Formatting charts and diagrams

Working with Templates and Workbooks (5 hours)
- Using Excel templates
- Managing workbook properties
- Using multiple workbooks
- Consolidating data from several worksheets into a list
- Linking workbooks

Using Advanced Functions (10 hours)
- Entering a function
- Financial functions
- Math and trig functions
- Statistical functions
- Lookup and reference functions
- Logical functions

Working with Lists (8 hours)
- Entering data using the data form
- Using data validation Sort a list

- Modifying records
- Outline a worksheet
- Subtotaling a list
- Filtering a list
- Create a custom auto-filter
- Filter a list using advanced filters
- Using a criteria range
- Create and modify list ranges
- Create and edit database functions

Managing and Auditing Worksheets (6 hours)
- Introduction to macros
- Auditing workbooks

Collaborating with Workgroups (8 hours)
- Protecting workbooks
- Tracking changes
- Working with multiple worksheets

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