

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BUSINESS 175 EXCEL FOR BUSINESS

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:**     Appropriate language and computational skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** BUS 110 Business Math

**SCOPE OF COURSE:** Introduction to a currently used computer spreadsheet application program. Concepts include defining and designing spreadsheets; creating, editing, formatting, printing, manipulating data, and using spreadsheets within practical applications designed for the business environment. Class Schedule will designate software package covered.

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. possess knowledge of spreadsheet terminology and fundamental concepts;
2. interpret and apply fundamental spreadsheet concepts to a variety of business documents;
3. create, save, open, edit, and print a variety of spreadsheets pertaining to the business environment;
4. manipulate data and apply formulas to a variety of business documents.
5. produce accurate business documents.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Overview of hardware and software
2. Basic windows concepts
3. Disk care, labeling, and formatting
4. Introduction to spreadsheet concepts
5. Create, save, open, and print spreadsheets
6. Cursor movement; mouse techniques
7. File management

8. Basic spreadsheet formatting and editing features
9. The Help menu
10. Basic formulas and functions
11. Move, copy, paste text and formulas
12. Basic charts
13. List and data management
14. Practical business applications
15. Publishing spreadsheets as web pages and using hyperlinks
16. Proofreading techniques

#### **REQUIRED READING:**

Hutchinson, Sarah E., and Glen J. Coulthard. Microsoft Excel 2000 Advantage series, Introductory Edition, Irwin-McGraw-Hill. Boston, 2000.

#### **SUGGESTED READING:**

Current reference materials relating to the specific software being used.

**REQUIRED WRITING:** Skills demonstration is more appropriate. Students apply the features of a current spreadsheet application program and create, save, open, edit, and print a variety of business-related exercises.

#### **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.** These activities will include textbook readings and outlining steps to take in utilizing the software functions. Additional lab time may be suggested by the instructor to help solidify concepts. This one-unit course is offered in an open-entry/open-exit learning environment; thus, students are encouraged to complete this course within eight weeks from the time they register.

#### **INSTRUCTIONAL METHODOLOGY:**

##### **Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination  
 directed study

Students work in an individualized, self-paced, open-entry/open-exit lab. The instructor orients the student to lab procedures, equipment, and materials. In addition, the instructor schedules lectures on a rotating basis and arranges individual time with students requesting special attention. A full-time lab assistant is also available for student questions.

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.**

- \_\_\_\_\_ Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- X   Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- \_\_\_\_\_ Two-Way Video Conferencing (Two-way interactive video and audio)
- \_\_\_\_\_ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- \_\_\_\_\_ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Assignments (evaluating fundamental knowledge, interpretation and application, proficiency, and proofreading)	60%
Quizzes (evaluating knowledge of spreadsheet fundamentals and concepts)	20%
Final Exam (evaluating overall spreadsheet proficiency)	20%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes   X   No \_\_\_\_\_ Number of times course may be taken for credit:   4  

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (c) (2) (A) and (B)

**CONTACT PERSON:** Joan Blumeyer, x2494

**SIGNATURES ON FILE**