



**El Camino College**  
**COURSE OUTLINE OF RECORD – Official**

|                                     |                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject:</b>                     | PASS                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course Number:</b>               | 539                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Descriptive Title:</b>           | Microsoft Office: Excel                                                                                                                                                                                                                                                                                                                                                               |
| <b>Division:</b>                    | Library, Academic Support, and Noncredit                                                                                                                                                                                                                                                                                                                                              |
| <b>Department:</b>                  | Pathways to Academic Success                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course Disciplines:</b>          | Computer Information Systems                                                                                                                                                                                                                                                                                                                                                          |
| <b>Catalog Description:</b>         | This noncredit course introduces students to the fundamental features of Microsoft Excel. Students learn to create and manage workbooks, enter and organize data, and perform basic calculations using formulas and functions. The course also covers navigating worksheets, formatting data, and modifying spreadsheet structure to support everyday tasks and simple data analysis. |
| <b>Prerequisite:</b>                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Co-requisite:</b>                |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Recommended Preparation:</b>     |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Enrollment Limitation:</b>       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Hours Lecture (per week):</b>    | .89 to 2.78                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Hours Laboratory (per week):</b> | 0                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Outside Study Hours:</b>         | 1.78 to 5.56                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total Course Hours:</b>          | 16 to 50                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Course Units:</b>                | 0                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Grading Method:</b>              | Pass/No Pass/SP                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Credit Status:</b>               | Noncredit                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Transfer CSU:</b>                | No                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Effective Date:</b>              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Transfer UC:</b>                 | No                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Effective Date:</b>              |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>General Education ECC:</b>       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Term:</b>                        |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other:</b>                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CSU GE:</b>                      |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Term:</b>                        |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other:</b>                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>IGETC:</b>                       |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Term:</b>                        |                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other:</b>                       |                                                                                                                                                                                                                                                                                                                                                                                       |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cal-GETC:</b>                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Term:</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Other:</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Student Learning Outcomes:</b> | <p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. create and save an Excel workbook with properly entered and organized data.</li> <li>2. perform basic calculations in Excel using formulas and built-in functions (e.g., SUM).</li> <li>3. modify a worksheet structure by adjusting rows, columns, and cell formatting.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Course Objectives:</b>         | <ol style="list-style-type: none"> <li>1. Navigate the Excel interface, including the ribbon, backstage view, and worksheet tools.</li> <li>2. Create, open, save, and print workbooks using appropriate file management practices.</li> <li>3. Enter, edit, and organize data in cells, including text, numbers, and dates.</li> <li>4. Format cells and data using basic font and alignment tools.</li> <li>5. Modify worksheet content using editing tools such as cut, copy, paste, and find/replace.</li> <li>6. Perform basic calculations using formulas, cell references, and simple functions (e.g., SUM).</li> <li>7. Adjust worksheet structure by resizing, inserting, deleting, hiding, and unhiding rows and columns.</li> <li>8. Navigate and view worksheets using zoom, scrolling, and pane controls (freeze/split).</li> </ol>                                                                                                                                                                                                                                                                                                                                                 |
| <b>Major Topics:</b>              | <p><b>I. Basic Excel Skills</b></p> <ol style="list-style-type: none"> <li>1. Opening Excel</li> <li>2. Using Window element</li> <li>3. Finding the Backstage</li> <li>4. Exploring Ribbons</li> <li>5. Popping out Dialog Boxes</li> <li>6. Personalizing the Quick Access Toolbar</li> <li>7. Customizing the Status Bars</li> <li>8. Starting and Finishing Workbooks</li> </ol> <p><b>II. Starting a Workbook</b></p> <ol style="list-style-type: none"> <li>1. Saving a Workbook</li> <li>2. Closing a Workbook</li> <li>3. Opening a Workbook</li> <li>4. Using a Template</li> <li>5. Sharing a Workbook</li> <li>6. Previewing and Printing</li> </ol> <p><b>III. Applying Basic Excel Activities</b></p> <ol style="list-style-type: none"> <li>1. Moving Around a Worksheet</li> <li>2. Selecting Cells and Ranges</li> <li>3. Selecting Nonadjacent Cells and Ranges</li> <li>4. Altering Page Zoom</li> <li>5. Switching Excel View</li> <li>6. Scrolling Pages</li> <li>7. Reviewing Mouse Shapes</li> </ol> <p><b>IV. Entering Data</b></p> <ol style="list-style-type: none"> <li>1. Typing Text Versus Numbers</li> <li>2. Wrapping text</li> <li>3. Wrangling Dates</li> </ol> |

|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        | 4. Typing in Multiple Cells<br>5. Learning AutoFill Basics<br>6. Applying AutoFill Tricks<br>7. Sampling Flash Fill<br>8. Formatting Font<br><b>V. Changing the Spreadsheet</b><br>1. Modifying Cell Contents<br>2. Deleting Cells and Contents<br>3. Adding New Cells<br>4. Using Cut and Copy<br>5. Dragging and Dropping Contents<br>6. Utilizing Undo and Redo<br>7. Finding and Replacing Data<br><b>VI. Performing Basic Calculations</b><br>1. Learning Rules of math<br>2. Calculating with real Numbers<br>3. Doing Math with Cell references<br>4. Accessing the sum button<br>5. Creating simple formulas<br>6. Typing functions<br>7. Editing math<br>8. Changing a formula to a value<br>9. Copying and moving formulas<br><b>VII. Modify columns and rows</b><br>1. Resizing Columns and rows<br>2. Adding columns and rows<br>3. Deleting columns and rows<br>4. Hiding Columns and rows<br>5. Unhiding columns and rows<br>6. Freezing and Splitting Panes<br><b>VIII. Excel Summary</b><br>1. Review of Excel Sub-topics in this outline |
| <b>Total Lecture Hours:</b>                                            | 16 to 50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Total Laboratory Hours:</b>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Total Hours:</b>                                                    | 16 to 50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Primary Method of Evaluation:</b>                                   | 3) Skills demonstration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Typical Assignment Using Primary Method of Evaluation:</b>          | Create a new Excel workbook titled <i>"Monthly Expenses."</i> Enter at least five categories of expenses (e.g., rent, food, transportation) and their corresponding amounts. Save the workbook in a folder on OneDrive, then close and reopen the file to confirm it was saved correctly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Critical Thinking Assignment 1:</b>                                 | Open and name a spreadsheet in Excel. Create a two-column list of five items to purchase at the grocery store. In the first column list the items you wish to purchase. In the second column list the price you expect to pay for each item. Using an Excel function, provide the total of those items below the list of expected costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                                                                    |                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Critical Thinking Assignment 2:</b>                                                                                                             | Using your <i>"Monthly Expenses"</i> workbook, create a formula to calculate the total of all expenses using the SUM function. Format the numbers as currency, bold the column headings, and adjust column widths so all data is visible. Save your changes. |
| <b>Other Evaluation Methods:</b>                                                                                                                   | Class Performance, Homework Problems                                                                                                                                                                                                                         |
| <b>If Other:</b>                                                                                                                                   |                                                                                                                                                                                                                                                              |
| <b>Instructional Methods:</b>                                                                                                                      | Demonstration, Discussion, Lecture, Multimedia presentations                                                                                                                                                                                                 |
| <b>If other:</b>                                                                                                                                   |                                                                                                                                                                                                                                                              |
| <b>Work Outside of Class:</b>                                                                                                                      | Problem solving activity, Skill practice, Study                                                                                                                                                                                                              |
| <b>If Other:</b>                                                                                                                                   |                                                                                                                                                                                                                                                              |
| <b>Up-To-Date Representative Texts:</b>                                                                                                            |                                                                                                                                                                                                                                                              |
| <b>Alternative Texts:</b>                                                                                                                          |                                                                                                                                                                                                                                                              |
| <b>Required Supplementary Readings:</b>                                                                                                            |                                                                                                                                                                                                                                                              |
| <b>Other Required Materials:</b>                                                                                                                   |                                                                                                                                                                                                                                                              |
| <b>Requisite</b>                                                                                                                                   |                                                                                                                                                                                                                                                              |
| <b>Category</b>                                                                                                                                    |                                                                                                                                                                                                                                                              |
| <b>Requisite course:</b>                                                                                                                           |                                                                                                                                                                                                                                                              |
| <b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>                     |                                                                                                                                                                                                                                                              |
| <b>Requisite Skill:</b>                                                                                                                            |                                                                                                                                                                                                                                                              |
| <b>Requisite Skill and Matching skill(s): Bold the requisite skill(s). if applicable</b>                                                           |                                                                                                                                                                                                                                                              |
| <b>Requisite course:</b>                                                                                                                           |                                                                                                                                                                                                                                                              |
| <b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>                     |                                                                                                                                                                                                                                                              |
| <b>Requisite Skill:</b>                                                                                                                            |                                                                                                                                                                                                                                                              |
| <b>Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). if applicable</b> |                                                                                                                                                                                                                                                              |

|                                             |               |
|---------------------------------------------|---------------|
| <b>Enrollment Limitations and Category:</b> |               |
| <b>Enrollment Limitations Impact:</b>       |               |
| <b>Course Created by:</b>                   | Matthew Kline |
| <b>Date:</b>                                | 03/19/2026    |
| <b>Original Board Approval Date:</b>        | 06/17/2026    |
| <b>Effective Term:</b>                      | FA 2026       |