



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

<b>Subject:</b>	PASS
<b>Course Number:</b>	534
<b>Descriptive Title:</b>	Microsoft Office: Basic Word and Excel
<b>Division:</b>	Library and Learning Resources
<b>Department:</b>	Pathways to Academic Success
<b>Course Disciplines:</b>	Education
<b>Catalog Description:</b>	This noncredit course will provide students with fundamental skills in Microsoft Word and Excel, essential tools in today's digital workplace. In Microsoft Word, students will learn to create documents, format text and adjust layouts. In Microsoft Excel, students will learn how to create spreadsheets, manage data and perform calculations.
<b>Prerequisite:</b>	
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	.44
<b>Hours Laboratory (per week):</b>	.44
<b>Outside Study Hours:</b>	.88
<b>Total Course Hours:</b>	16
<b>Course Units:</b>	0
<b>Grading Method:</b>	Pass/No Pass only
<b>Credit Status:</b>	Non Credit
<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>	

<p><b>Student Learning Outcomes:</b></p>	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Create professional documents in Microsoft Word by properly formatting text, utilizing styles and adjusting layouts to enhance the visual appeal and clarity of their written work.</li> <li>2. Demonstrate proficiency in Microsoft Excel by effectively organizing and managing data, utilizing functions and performing calculations, enhancing their ability to work with quantitative data in professional and academic contexts.</li> </ol>
<p><b>Course Objectives:</b></p>	<p><b>Microsoft Word</b></p> <ol style="list-style-type: none"> <li>1. Perform basic Word activities such as opening a document, accessing the backstage and utilizing tools on the ribbon</li> <li>2. Create, print and save documents</li> <li>3. Format text</li> <li>4. Establish and adjust page layouts</li> </ol> <p><b>Microsoft Excel</b></p> <ol style="list-style-type: none"> <li>1. Create and navigate in workbooks and spreadsheets</li> <li>2. Enter and organize data</li> <li>3. Apply basic functions and formulas</li> </ol>
<p><b>Major Topics:</b></p>	<ol style="list-style-type: none"> <li>I. <b>Microsoft Word</b> <ol style="list-style-type: none"> <li>A. Learning Basic Word Skills (0.5 hours, lecture)           <ol style="list-style-type: none"> <li>1. Opening Word</li> <li>2. Finding the Backstage</li> <li>3. Changing Word Option</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 Bar</li> </ol> </li> <li>B. Beginning and Ending Documents (0.5 hours, lecture)           <ol style="list-style-type: none"> <li>1. Starting a Document</li> <li>2. Using a Template</li> <li>3. Saving a Document</li> <li>4. Closing a Document</li> <li>5. Opening a Document</li> </ol> </li> </ol> </li> </ol>

6. Sharing a Document

7. Printing a Document

C. Performing Basic Word Activities (0.5 hours, lecture)

1. Switching Views

2. Changing Page Movement

3. Altering Page Zoom

4. Using Search

5. Spellchecking

6. Accessing Show/Hide

D. Typing Text (0.5 hours, lecture)

1. Using autoformat

2. Learning AutoCorrect

3. Selecting Text

4. Correcting Text

5. Counting Words

6. Finding Better Words

7. Typing Dashes

E. Changing the Document (0.5 hours, lecture)

1. Utilizing Undo, Redo, and Repeat

2. Cutting, Copying, and Pasting text

3. Opening a Clipboard

4. Dragging and Dropping Contents

5. Finding and Replacing Information

F. Formatting Contents (0.5 hours, lecture)

1. Formatting Font

2. Enhancing Text

3. Aligning Paragraphs

4. Painting Formats

5. Applying Styles

6. Creating a Style

7. Modifying a Style

G. Establishing the Page Layout (0.5 hours, lecture)

1. Adjusting Margins

2. Changing Paper Details

3. Including Headers and Footers

4. Numbering Pages

5. Incorporating Column

6. Inserting Page Breaks

H. Word Summary (0.5 hours, lecture)

1. Review of Word Sub-topics in this outline

## **II. Microsoft Excel**

A. Learning Basic Excel Skills (0.5 hours, lecture)

1. Opening Excel

2. Using Window element

3. Finding the Backstage

4. Exploring Ribbons

5. Popping out Dialog Boxes

6. Personalizing the Quick Access Toolbar

7. Customizing the Status Bars

8. Starting and Finishing Workbooks

B. Starting a Workbook (0.5 hours, lecture)

1. Saving a Workbook

2. Closing a Workbook
  3. Opening a Workbook
  4. Using a Template
  5. Sharing a Workbook
  6. Previewing and Printing
- C. Applying Basic Excel Activities (0.5 hours, lecture)
1. Moving Around a Worksheet
  2. Selecting Cells and Ranges
  3. Selecting Nonadjacent Cells and Ranges
  4. Altering Page Zoom
  5. Switching Excel View
  6. Scrolling Pages
  7. Reviewing Mouse Shapes
- D. Entering Data (0.5 hours, lecture)
1. Typing Text Versus Numbers
  2. Wrapping text
  3. Wrangling Dates
  4. Typing in Multiple Cells
  5. Learning AutoFill Basics
  6. Applying AutoFill Tricks
  7. Sampling Flash Fill
  8. Formatting Font
- E. Changing the Spreadsheet (0.5 hours, lecture)
1. Modifying Cell Contents
  2. Deleting Cells and Contents
  3. Adding New Cells

	<ul style="list-style-type: none"> <li>4. Using Cut and Copy</li> <li>5. Dragging and Dropping Contents</li> <li>6. Utilizing Undo and Redo</li> <li>7. Finding and Replacing Data</li> </ul> <p>F. Performing Basic Calculations (0.5 hours, lecture)</p> <ul style="list-style-type: none"> <li>1. Learning Rules of math</li> <li>2. Calculating with real Numbers</li> <li>3. Doing Math with Cell references</li> <li>4. Accessing the sum button</li> <li>5. Creating simple formulas</li> <li>6. Typing functions</li> <li>7. Editing math</li> <li>8. Changing a formula to a value</li> <li>9. Copying and moving formulas</li> </ul> <p>G. Modify columns and rows (0.5 hours, lecture)</p> <ul style="list-style-type: none"> <li>1. Resizing Columns and rows</li> <li>2. Adding columns and rows</li> <li>3. Deleting columns and rows</li> <li>4. Hiding Columns and rows</li> <li>5. Unhiding columns and rows</li> <li>6. Freezing and Splitting Panes</li> </ul> <p>H. Excel Summary (0.5 hours, lecture)</p> <ul style="list-style-type: none"> <li>1. Review of Excel Sub-topics in this outline</li> </ul> <p><b>III. Demonstration of Word and Excel concepts (8 hours, lab)</b></p>
<b>Total Lecture Hours:</b>	8
<b>Total Laboratory Hours:</b>	8
<b>Total Hours:</b>	16

<b>Primary Method of Evaluation:</b>	3) Skills demonstration
<b>Typical Assignment Using Primary Method of Evaluation:</b>	Create a new document in Word. Open it, name it and save it in a folder on OneDrive.
<b>Critical Thinking Assignment 1:</b>	Using Word, write a letter to your classmate discussing three new skills you learned in class. Use spell check to review your spelling, punctuation and grammar. Bold print your name at the bottom of the paragraph.
<b>Critical Thinking Assignment 2:</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>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>	<p><b>Digital Text (OER Text)</b> - Rusu, Abigail; Heather Mye; Jennifer Evans; Amy Ledgerwood and Jeanine Preuss. Intro to Microsoft Office, Pressbooks, 2021 <a href="#">Intro to Microsoft Office – Simple Book Publishing (pressbooks.pub)</a></p> <p>This book is under a <a href="#">CC-BY 4.0</a> license and may be used with the terms of that license this includes all text, videos, H5P actives and images unless otherwise stated.</p>
<b>Alternative Texts:</b>	<p><b>Digital Text (OER Text)</b> - Computer Applications for Managers, Lumen Learning, 2021 – Open Educational Resource via LibreTexts. <a href="#">Book: Computer Applications for Managers (Lumen) - Business LibreTexts</a>.</p> <p><a href="#">CC BY 4.0</a>: 99.1% (319 pages)</p> <p><a href="#">Undeclared</a>: 0.9% (3 pages)</p> <p>Click link for details: <a href="#">Detailed Licensing - Business LibreTexts</a></p>
<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>	

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<b>Enrollment Limitations and Category:</b>	
<b>Enrollment Limitations Impact:</b>	
<b>Course Created by:</b>	Linda Cooks
<b>Date:</b>	11/16/2023
<b>Original Board Approval Date:</b>	04/15/2024
<b>Effective Term:</b>	FALL 2024