Lecture Contact Hours: 8-9; Outside-of-Class Hours: 16-18;
Laboratory Contact Hours: 24-27; Outside-of-Class Hours: 0;
Total Student Learning Hours: 48-54

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business Office Technology 115 – Essential Excel

.5 hour lecture, .5 unit
1.5 hours laboratory, .5 units
Total units: 1

Catalog Description
Designed for students who want to become proficient in the most commonly used features of Microsoft Excel. Basic spreadsheet concepts and terms will be introduced. Students will learn how to create, format and revise spreadsheets, charts, basic formulas, and templates. The use of simple macros will be introduced. Those desiring more in-depth coverage of these and additional topics should consider enrolling in BOT 123, 124, 125. *Not open to students with credit in BOT 124, 125.*

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 100, 119 or equivalent

Entrance Skills
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
1) Demonstrate proper keyboarding techniques.
2) Demonstrate keyboard input of at least 18 wpm unless a physical disability limits speed.
3) Use a mouse or similar device efficiently.
4) Format and care for electronic storage media.
5) Identify common types of software and their purposes.
6) Use the Internet for common tasks.
7) Use the Windows operating system efficiently to maximize productivity.
8) Evaluate file organization and create appropriate folders for easy location of files.

Course Content
1) Introduction to spreadsheet software
2) Manipulating data in a worksheet
3) Formatting worksheet elements
4) Inserting objects and charts
5) Using simple macros
6) Exploring formulas and functions
7) Managing workbooks
8) Working with lists

Course Objectives
Students will be able to:
1) Define basic spreadsheet concepts and terms.
2) Design and construct spreadsheets.
3) Revise and format spreadsheets.
4) Use simple formulas and functions.

5) Analyze data using “what if” function.
6) Analyze repetitive activities and create simple macros to perform those functions.

Method of Evaluation
A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.
1) Projects, assignments, quizzes, objective performance exams and final exam which measure students’ ability to describe basic spreadsheet concepts and terminology and use the most common features of Microsoft Excel to create, format, and revise spreadsheets, charts, and formulas.
2) Assignments and/or objective performance exams which measure students’ ability to analyze data and create macros to automate repetitive tasks.

Special Materials Required of Student
Electronic storage media

Minimum Instructional Facilities
Computer lab with spreadsheet software

Method of Instruction
1) One-on-one individual lecture and/or group lecture
2) Self-paced reading and lab projects

Out-of-Class Assignments
1) **Reading**: Students will read assigned textbook chapters and related materials on spreadsheet concepts, data organization, and basic analytical techniques.
2) **Writing**: Students will prepare and revise spreadsheets using appropriate formulas, functions, and formatting to organize and analyze information accurately.
3) **Other**: Students will complete practice exercises and projects demonstrating proficiency in creating, editing, and formatting spreadsheets, designing charts, and improving accuracy and presentation of data.

Texts and References
1) Gaskin, Vargas, Geoghan, Graviett. Go! *Microsoft 365 Excel 2021*, by Pearson Education, 2023.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Plan and design a spreadsheet.
2) Revise and format a spreadsheet.
3) Use simple formulas and functions.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Perform fundamental operations using Excel such as entering data on a worksheet, editing data, moving or copying cells, and formatting a worksheet.
2) Use formulas and functions to calculate data on worksheets.
3) Add visual elements to worksheets such as charts, graphs, headers and footers.