

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 123 – COMPREHENSIVE EXCEL, LEVEL I**

.5 hour lecture, 1.5 hours laboratory, 1 unit

**Catalog Description**

First in a three-level course sequence providing thorough coverage of most features of Microsoft Excel. Students who complete all three levels will be prepared to take the Microsoft Office Specialist (MOS) certification examination or similar examinations. Those desiring less comprehensive coverage of Excel should consider enrolling in BOT 115.

**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 techniques when keyboarding.
- 2) Demonstrate keyboard input of at least 18 wpm unless a physical disability limits speed.
- 3) Select keyboard alpha/numeric data and symbols, use command functions, input data entry exercises, and develop composition and proofreading skills.
- 4) Use a mouse or similar device efficiently.
- 5) Format and care for disks.
- 6) Identify common types of software and their purposes.
- 7) Use the Internet for common tasks.
- 8) Use the Windows operating system efficiently to maximize productivity.
- 9) Evaluate file organization and create appropriate folders for easy location of files.
- 10) Demonstrate basic file management (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying and printing).

**Course Content**

- 1) Basic functions of Excel
- 2) Creating, editing, formatting, previewing and printing worksheets
- 3) Entering formulas and functions using absolute, relative and mixed references
- 4) Formatting worksheets
- 5) Organizing worksheets effectively
- 6) Inserting, copying, deleting worksheets and data
- 7) Freezing and unfreezing rows and columns
- 8) Checking worksheets for accuracy
- 9) Creating charts using Chart Wizard

**Course Objectives**

Students will be able to:

- 1) Identify the various parts of the Excel screen and apply to specific worksheet assignments.
- 2) Evaluate and perform a given task using Excel based on goals established in class.

- 3) Use Excel to create, edit, format and print workbooks.
- 4) Use the appropriate functions in Excel to analyze statistical, financial, date and time, and logical data.
- 5) Use absolute, relative and mixed reference formulas to copy and manage large amounts of data.
- 6) Format worksheets to enhance and emphasize data according to criteria established in class.
- 7) Demonstrate how to manage larger worksheets effectively by freezing and unfreezing rows and columns.
- 8) Organize data in worksheets of different workbooks and in multiple worksheets of the same workbook, and explain the effectiveness of these procedures in managing large databases.
- 9) Demonstrate how to move and copy data and whole worksheets from workbook to workbook.
- 10) Use Excel's error indicators to check worksheets for accuracy, and correct formulas as needed.
- 11) Create charts using Chart Wizard, and explain data represented in graphical format.

### **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) Exercises and assessments that measure students' ability to:
  - a. Create and edit worksheets.
  - b. Use functions.
  - c. Use absolute, relative and mixed references in formulas.
  - d. Use formats to clarify and emphasize data.
  - e. Freeze rows and columns to increase readability and decrease errors.
- 2) Tests, midterm and final exams including practical demonstrations that measure students' ability to:
  - a. Use proper terminology for features of Excel.
  - b. Create and edit formulas.
  - c. Organize and manage data into different worksheets of the same workbook.
  - d. Create charts.

### **Special Materials Required of Student**

Electronic storage media

### **Minimum Instructional Facilities**

Computer lab with appropriate software

### **Method of Instruction**

- 1) One-on-one lecture and/or group lecture
- 2) Self-paced reading, hands-on practice, assignments and projects
- 3) Individual assistance

### **Out-of-Class Assignments**

Assigned textbook reading

### **Texts and References**

- 1) Required (representative example): Rutkosky, et al. *Benchmark Series: Microsoft Excel 365*. Paradigm, 2020.
- 2) Supplemental: None

### **Exit Skills**

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Identify the various parts of the Excel screen and use proper terminology.

- 2) Evaluate a given task and set up a workbook to accomplish the desired results.
- 3) Use Excel to create, edit, format and print workbooks to analyze and interpret data.
- 4) Use statistical, financial, date and time, and logical functions in Excel.
- 5) Manage large amounts of data by the use of absolute, relative and mixed references in formulas to facilitate copying.
- 6) Apply appropriate formats to enhance and emphasize data.
- 7) Manage larger worksheets effectively by freezing and unfreezing rows and columns.
- 8) Organize data effectively in worksheets of different workbooks and in multiple worksheets of the same workbook.
- 9) Move and copy data and whole worksheets from workbook to workbook.
- 10) Check worksheets for accuracy.
- 11) Create charts using Chart Wizard.

**Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Use Excel to create, edit, format and print workbooks.
- 2) Apply appropriate formulas and formats to worksheets.
- 3) Organize and manage worksheets effectively.