Lecture Contact Hours: 8-9; Homework Hours: 16-18; Total Student Learning Hours: 24-27
Laboratory Contact Hours: 24-27; Homework Hours: 0; Total Student Learning Hours: 24-27

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 124 – COMPREHENSIVE EXCEL, LEVEL II

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description
Second 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.

Prerequisite
None

Recommended Preparation
"C" grade or higher or "Pass" in BOT 123 or equivalent

Entrance Skills
Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:
1) Use Excel to create, edit, format and print workbooks.
2) Apply appropriate formats and formulas.
3) Organize worksheets effectively.
4) Evaluate a given task and set up a workbook to accomplish the desired results.
5) Create charts using Chart Wizard.

Course Content
1) Drawing in Excel: clip art, modify and group objects, WordArt, shadow and 3-D effects
2) Using worksheet functions: paste, formula palette, natural language formulas, date and time, financial, logical, statistical, lookup and reference
3) Formatting worksheets with styles and custom formats
4) Automating Excel with macros
5) Using What-if analysis: creating data tables, using Goal Seek and Solver, creating scenarios

Course Objectives
Students will be able to:
1) Use ClipArt, AutoShapes, WordArt, shadow and 3-D effects to enhance the appearance and readability of worksheets.
2) Group objects to enhance the speed and accuracy of updating and modifying spreadsheets.
3) Apply appropriate worksheet functions to analyze data in worksheet models.
4) Apply styles and custom formats to enhance worksheet appearance and readability.
5) Create and use macros to automate repetitive tasks.
6) Find solutions to complex problems in worksheets using What-if analysis, Goal Seek and Solver.
7) Create data tables and scenarios to manage multiple versions of data and the resulting solutions.

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. Enhance the appearance and readability of worksheets using graphic elements, styles and formats.
    b. Create and edit formulas.
    c. Use What-if analysis, Goal Seek and Solver.
2) Tests, midterm and final exams including practical demonstrations that measure students' ability to:
    a. Create and use macros.
    b. Use data tables and scenarios.

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, 2023.
2) Supplemental: None

Exit Skills
Students having successfully completed this course exit with the following skills, competencies and/or knowledge:
1) Evaluate appearance of worksheet and enhance with Clip Art, AutoShapes, WordArt, shadow and 3-D effects.
2) Modify and group objects.
3) Analyze tasks and apply appropriate worksheet functions.
4) Evaluate workbook functions and create macros to increase efficiency.
5) Use What-if analysis, Goal Seek and Solver.
6) Create data tables and scenarios.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1) Evaluate appearance of worksheet and enhance with images, WordArt, SmartArt graphics, charts, and custom styles. (Work Based Learning Outcome)
2) Apply appropriate advanced worksheet functions to analyze data in worksheet models.
3) Summarize and analyze complex data.