

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 125 – COMPREHENSIVE EXCEL, LEVEL III

.5 hour lecture, 1.5 hours laboratory, 1 unit

Catalog Description

Third 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

“C” grade or higher or “Pass” in BOT 124 or equivalent

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Evaluate appearance of worksheet and enhance with clip art, AutoShapes, WordArt, shadow and 3-D effects.
- 2) Modify and group objects.
- 3) Analyze task and apply appropriate worksheet functions.
- 4) Apply styles and custom formats to enhance worksheet appearance.
- 5) Evaluate workbook functions and create macros to increase efficiency.
- 6) Use What-if-analysis, Goal Seek and Solver.
- 7) Create data tables and scenarios.

Course Content

- 1) Summarizing data with data maps, PivotTables and PivotCharts
- 2) Linking multiple worksheets and workbooks
- 3) Inserting hyperlinks
- 4) Customizing Excel templates, toolbars and menus
- 5) Using lists in Excel
- 6) Auditing a worksheet
- 7) Integrating Excel with Office applications and the Internet

Course Objectives

Students will be able to:

- 1) Summarize data using data maps including PivotTables and PivotCharts.
- 2) Consolidate and analyze data in multiple worksheets using linking techniques.
- 3) Integrate data from other sources into worksheet using hyperlinks.
- 4) Customize and use templates, toolbars and menus to put often-used models and features of Excel close at hand.
- 5) Manage group and multi-user assignments by sharing and protecting worksheets and workbooks.
- 6) Assure accuracy of data entry in spreadsheets using validation techniques.
- 7) Analyze the structure of worksheets and correct possible errors using auditing techniques.
- 8) Use List features including sorting, filtering and analyzing data with database functions in examples of databases.
- 9) Integrate Excel with Office applications and the Internet.

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. Use data maps, PivotTables and PivotCharts.
 - b. Customize and use templates, toolbars and menus.
 - c. Incorporate Excel data in reports and Internet pages.
- 2) Tests, midterm and final exams including practical demonstrations that measure students' ability to:
 - a. Share and protect worksheets and workbooks.
 - b. Use linking formulas and hyperlinks.
 - c. Validate data and audit worksheets.
 - d. Create and analyze databases in Excel.

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, 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) Use data maps, PivotTables and PivotCharts.
- 2) Link multiple worksheets and workbooks.
- 3) Use hyperlinks.
- 4) Use and customize templates, toolbars, and menus.
- 5) Perform complex tasks such as sharing worksheets and workbooks, protecting workbooks, validating data, auditing worksheets.
- 6) Sort, filter and analyze databases in Excel using List features including database functions.
- 7) Integrate Excel with Office applications and the Internet.

Student Learning Outcomes

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

- 1) Perform complex tasks such as sharing worksheets and workbooks, protecting workbooks, validating data, auditing worksheets.
- 2) Recognize appropriate uses of macros and create them.
- 3) Include information from other Office applications and the Internet into Excel workbooks.