

BOT 73.13B Course Outline as of Fall 2009**CATALOG INFORMATION**

Dept and Nbr: BOT 73.13B Title: MS EXCEL, EXPERT

Full Title: Microsoft Excel, Expert

Last Reviewed: 4/10/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	1.50		Contact DHR	26.25
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This course uses advanced Excel tools such as macros and Visual Basic for Applications (VBA), Solver, Scenarios, Pivot Tables and Pivot Charts, and Templates to work with large and multi-sheet workbooks.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in CS 61.1A (or CS 61.11A or BOT 73.13A)

Recommended Preparation:**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course uses advanced Excel tools such as macros and VBA, Solver, Scenarios, Pivot Tables and Pivot Charts, and Templates to work with large and multi-sheet workbooks.
(Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 61.1A (or CS 61.11A or BOT 73.13A)

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2000	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

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

1. Work with and manipulate multiple worksheets
2. Create 3-D formulas
3. Use drawing tools, graphics, advanced charting, and trend lines
4. Create templates and styles
5. Consolidate, import, and export data and files
6. Work with XML files (Extensible Markup Language)
7. Create macros and work with VBA (Visual Basic for Applications)
8. Customize Excel
9. Use formula auditing and trace precedents
10. Use Solver and Scenarios
11. Use password protection on worksheets and workbooks
12. Create, edit, and delete comments
13. Create and work with Pivot Tables and Pivot Charts
14. Link, compare, and merge workbooks
15. Create custom views
16. Create workspaces

Topics and Scope:

1. Templates and Multiple Worksheets/Workbooks
 - a. Templates and styles
 - b. Multiple worksheets; 3-D (“drilled”) formulas
 - c. WordArt, shapes, drawing tools, graphics, SmartArt
 - d. Workspaces
 - e. Headers and footers
 - f. Consolidating data
 - g. Linking workbooks

- h. Find and replace
 - i. Advanced charting; trend lines
 - j. The ROUND function
2. Macros and VBA
 - a. Creating and running macros
 - b. Visual Basic for Excel
 - c. Customizing Excel
 - d. Digital signatures
 3. Formula Auditing and Complex Problem Solving
 - a. Formula auditing, tracing precedents, data validation
 - b. Solver
 - c. Scenarios and scenario manager
 - d. Password protection for worksheets and workbooks
 - e. Information rights management
 4. Importing Data
 - a. Importing files and data
 - b. XML data
 - c. Share and collaborate on workbooks
 - d. Track changes
 - e. Insert, edit, and delete comments
 5. Pivot Charts and Pivot Tables
 - a. Creating and formatting Pivot Tables and Pivot Charts
 - b. Comparing and merging workbooks custom views

Assignment:

1. Completion of exercises and drills.
2. Submission of assignments to an online drop box.
3. Design a final project based on a chosen business problem, synthesizing and applying at least 15 features used in class.
4. Multiple choice quizzes or tests, completed online.
5. Attendance and participation in classroom and/or online environment.
6. Reading approximately 30 pages per week.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Final project

Problem solving
20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions and formatting, Final project

Skill Demonstrations
40 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, Production exams

Exams
5 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance/participation

Other Category
0 - 10%

Representative Textbooks and Materials:

Excel 2007 Comprehensive Concepts and Techniques. Shelly, Cashman, Quasney. Thomson/Course Technology Publishing, 2008.