BOT 73.13A Course Outline as of Fall 2000

CATALOG INFORMATION

Dept and Nbr: BOT 73.13A   Title: MS EXCEL CORE
Full Title: Microsoft Excel-Core Level for the Office Professional
Last Reviewed: 3/27/2023

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	1.50	2	Lab Scheduled	26.25
			Contact DHR	0		Contact DHR	0
			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:
Designed for the office professional or other serious personal computer user. Emphasizes creating, editing and formatting, Excel worksheets, workbooks, charts and applying ranges. Formerly BOT 86.62.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Schedule of Classes Information:
Description: Designed for the office professional or other serious personal computer user. Emphasizes creating, editing and formatting Excel worksheets, workbooks and charts, and applying ranges. Formerly BOT 86.62. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100.
Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Create workbooks
2. Modify workbooks
3. Print workbooks
4. Format worksheets
5. Create and apply Ranges
6. Use functions
7. Use draw
8. Use charts
9. Save spreadsheets as HTML

Topics and Scope:

1. Workbooks
   A. Open electronic workbooks
   B. Enter text and numbers
   C. Enter formulas
   D. Save workbooks
   E. Close workbooks
2. Modify workbooks
   A. Delete cell contents
   B. Delete worksheets
   C. Revise text and numbers
   D. Rotate and indent text
   E. Revise formulas
   F. Copy and move data
   G. Insert, modify and delete rows and columns
   I. Use references (absolute, relative, and mixed)
   J. Sort data

3. Printing
    A. Preview and print worksheets
    B. Print the screen and ranges
    C. Print headers and footers
4. Formatting worksheets
    A. Modify cell size and alignment
    B. Apply general numbers formats
    C. Apply font formats
    D. Apply outlines
5. Ranges
    A. Create and name ranges
    B. Clear and format ranges
    C. Copy and move ranges
6. Use functions
    A. Use the AVERAGE, MIN, AND MAX
    B. Use worksheet functions
7. Draw
    A. Create and modify lines and objects
    B. Create and modify 3D shapes
8. Charts
    A. Create, format, and modify charts
    B. Preview and print charts
9. Saving as HTML
    A. Save spreadhseets as HTML documents

Assignment:

Completion of exercises and drills.

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, Quizzes, Exams	Problem solving 10 - 50%

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

Software functions and formatting	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 MOUS Essentials Expert, QUE E & T, 1999.