BOT 73.13B Course Outline as of Fall 2000

CATALOG INFORMATION

Dept and Nbr: BOT 73.13B   Title: MS EXCEL-EXPERT LEVEL
Full Title: Microsoft Excel - Expert Level for the Office Professional
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	1.50	4	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 who desires to increase productivity by using advanced spreadsheet features. Emphasizes advanced formatting, query features, macros, import and export, template usage, multiple workbooks, and workgroup functions. Formerly BOT 86.62.

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: Designed for the office professional who desires to increase productivity using advanced spreadsheet features. Emphasizes advanced formatting, query features, macros, import and export, template usage, multiple workbooks, and workgroup functions. Formerly BOT 86.62. (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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Students will:
1. Format worksheets
2. Use lists
3. Audit a worksheet
4. Use advanced functionality
5. Use macros
6. Import and export data
7. Use templates
8. Use multiple workbooks
9. Use workgroup functions

Topics and Scope:

1. Worksheets
   A. Apply formats (accounting, fraction, and scientific)
   B. Create custom formats
   C. Use styles and autoformats
2. Lists
   A. Sort data
   B. Query from a list
3. Printing
   A. Preview workbooks
   B. Print workbooks
4. Audit worksheets
   A. Check and review data
   B. Find cells referred to in a specific formula
   C. Find formulas that refer to a specific cell

D. Find errors
5. Advanced functionality
   A. Query databases
   B. Extract data
   C. Use filters
   D. Use data analysis and pivot tables
   E. Use data map
   F. Use data validation
   G. Use conditional formatting
   H. Perform multi-level sorts
6. Macros
   A. Create and record macros
   B. Edit macros
   C. Run macros
7. Import and export
   A. Import from other applications
   B. Export to other applications
8. Templates
   A. Work with existing templates
   B. Create templates
   C. Edit templates
9. Multiple workbooks
   A. Link workbooks
   B. Use multiple workbooks
10. Workgroup functions
   A. Cell tips
   B. Share lists
   C. Track changes
   D. Resolve conflicts
   E. Show history of changes
   F. Merge workbooks

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.