CS 61.11A Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: CS 61.11A   Title: MS EXCEL, PART 1
Full Title: Microsoft Excel, Part 1
Last Reviewed: 3/27/2023

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50		Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50		Lab Scheduled	0	4	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	1.50		Contact Total	26.25
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50   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: BOT 73.13A

Catalog Description:
This course emphasizes creating, editing, formatting and printing Excel worksheets, workbooks, charts and web pages, using functions and formulas, and worksheet analysis. This course aligns with the Microsoft Office Specialist Certification Test.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100; AND
Completion of BGN 101 or knowledge of the keyboard and ability to type by touch

Limits on Enrollment:

Schedule of Classes Information:
Description: This course emphasizes creating, editing, formatting and printing Excel worksheets, workbooks, charts and web pages, using functions and formulas, and worksheet analysis. This course aligns with the Microsoft Office Specialist Certification Test. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100; AND

Completion of BGN 101 or knowledge of the keyboard and ability to type by touch
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

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Create, edit, format, and organize Excel worksheets and workbooks.
2. Apply formulas and functions to manipulate cell data.
3. Utilize a variety of Excel features (such as tables, charts, objects, etc.).

Objectives:
Upon completion of the course, students will be able to:
1. Create and manage worksheets and workbooks.
2. Manage data cells and ranges.
3. Create tables.
4. Perform operations with formulas and functions.
5. Create charts and objects.

Topics and Scope:

I. Create and manage worksheets and workbooks
   A. Create worksheets and workbooks
   B. Navigate in worksheets and workbooks
   C. Format worksheets and workbooks
   D. Customize options and views for worksheets and workbooks
   E. Configure worksheets and workbooks for distribution (print and save)
   F. Save workbooks in alternative formats
II. Manage data cells and ranges
   A. Insert data in cells and ranges
   B. Format cells and ranges
   C. Summarize and organize data
III. Create tables

A. Create and manage tables
  B. Manage table styles and options
  C. Filter and sort a table
  D. Apply database functions to table data
IV. Perform operations with formulas and functions
  A. Summarize data by using functions (SUM, MIN, MAX, COUNT, AVERAGE)
  B. Perform conditional operations by using functions (SUMIF, AVERAGEIF, COUNTIF)
  C. Format and modify text by using functions (RIGHT, LEFT, MID, UPPER, LOWER, PROPER, CONCATENATE)
V. Create charts and objects
  A. Create charts
  B. Format graphic elements
  C. Insert and format objects

Assignment:

1. Completion of assignments, exercises, drills, and/or homework
2. Final project to demonstrate skills presented in the course
3. Completion of quizzes, tests, or other assessments in the classroom or online (5 - 15)
4. Attendance and participation in classroom and/or online environment
5. Reading approximately 40-50 pages per week
6. Assignments related to software functions and formatting applications

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.

Assignments, exercises, drills, and homework	Problem solving 20 - 70%

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

Software functions, formatting applications and final project	Skill Demonstrations 10 - 50%

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

Quizzes, tests, or other assessments and final project	Exams 5 - 20%

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

Attendance and participation	Other Category 0 - 20%

Representative Textbooks and Materials:

Shelly Cashman Series Microsoft Office 365 and Excel 2016: Comprehensive. Freund, Steven and Starks, Joy and Schmieder, Eric. Course Technology. 2016