

CATALOG INFORMATION

Dept and Nbr: CIS 61.33            Title: MORE EXCEL  
Full Title: More Microsoft Excel  
Last Reviewed: 9/25/2000

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 2.00 | 17.5         | Lecture Scheduled  | 35.00 |
| Minimum | 3.00 | Lab Scheduled         | 0    | 17.5         | Lab Scheduled      | 0     |
|         |      | Contact DHR           | 3.50 |              | Contact DHR        | 61.25 |
|         |      | Contact Total         | 5.50 |              | Contact Total      | 96.25 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 70.00

Total Student Learning Hours: 166.25

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:        CIS 82.18

**Catalog Description:**  
A second lecture/lab course in the use of Microsoft Excel. Topics cover concepts beyond the fundamentals of Excel, such as linked formulas, macros and what-if analysis.

**Prerequisites/Corequisites:**  
Course Completion of CS 61.11 ( or CIS 61.31)

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: A lecture/lab course in the further use of Microsoft Excel. Topics cover Excel features and functions beyond the fundamentals, such as linked formulas, macros and what-if analysis. (Grade or P/NP)  
Prerequisites/Corequisites: Course Completion of CS 61.11 ( or CIS 61.31)  
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**  
**CSU GE:**        **Transfer Area**

Effective:        Inactive:  
Effective:        Inactive:

**IGETC:**        **Transfer Area**

Effective:        Inactive:

**CSU Transfer:** Transferable      Effective:      Fall 1996      Inactive:      Fall 2010

**UC Transfer:**                      Effective:                      Inactive:

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Students will:

1. Customize toolbars
2. Apply logical and string built-in functions
3. Use range names in formulas
4. Create linked formulas
5. Setup and use pivot tables
6. Create and manage lists using list management commands
7. Perform what-if analysis with the scenario manager
8. Create and edit macros

### **Topics and Scope:**

1. Creating links
  - a. Using link formulas
  - b. Consolidating worksheets
  - c. Object linking and embedding
2. What-If analysis
  - a. Data tables
  - b. Scenario manager
  - c. Using the Solver
3. Working with arrays
  - a. Creating arrays
  - b. Using two dimensional arrays
  - c. Working with array formulas
4. Advanced functions
  - Logical functions
  - b. String functions
  - c. Lookup and reference functions
5. Macros
  - a. Using the macro recorder

- b. Relative and absolute referencing
- 6. Pivot tables
  - a. Creating a pivot table
  - b. Rearranging table fields
  - c. Creating groupings
  - d. Using summary functions

### Assignment:

- 1. 20 - 25 pages of reading from text book
- 2. Class discussion
- 3. Hands on exercises and various lab assignments
- 4. Written responses to questions and problems

### 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 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, Lab reports, Quizzes, Exams

Problem solving  
20 - 70%

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

None

Skill Demonstrations  
0 - 0%

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

Multiple choice, True/false, Matching items, Completion, Short answers

Exams  
20 - 60%

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

Short written answers and definitions of terms. Participation in class discussion.

Other Category  
10 - 20%

### Representative Textbooks and Materials:

"Running Excel", by Cobb - Microsoft Press, 2000.

