CS 161.11B Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 161.11B   Title: INTRO MS EXCEL LEVEL 2
Full Title: Intro to MS Excel, Level 2, for Office Professionals
Last Reviewed: 2/28/2000

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00   Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 162.3B

Catalog Description:
Students will format cells, create formulas, apply outlines, work with zero and negative values, work with multiple worksheets and workbooks, protect data, freeze worksheet panes, import and export data, and automate work by using templates, macros, and custom lists. (Formerly BOT 86.27A)

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of CS 161.11A (or BOT 162.3A)

Limits on Enrollment:

Schedule of Classes Information:
Description: Students will format cells, create formulas, apply outlines, work with zero and negative values, work with multiple worksheets and workbooks, protect data, freeze worksheet panes, import and export data, and automate work by using templates, macros, and custom lists. (Formerly BOT 86.27A) (P/NP Only)
Prerequisites/Corequisites:

Recommended: Course Completion of CS 161.11A (or BOT 162.3A)
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. Use names by creating cells names, naming formulas, checking references, and working with ranges
2. Work with functions such as NOW, DATE, VLOOKUP, IF, PMT, and FV functions
3. Work with formatting features such as time, fraction, and scientific format
4. Apply outlines by creating, collapsing, expanding, and removing them
5. Find and replace text and numeric data
6. Format and change zero and negative values
7. Set up print options with titles, gridlines, and print areas
8. Preview and print multiple worksheets and workbooks
9. Protect worksheet data by creating, displaying, hiding, and editing comments
10. Assign and remove passwords
11. Manipulate the screen display by displaying and navigating among open workbooks
12. Freeze worksheet panes, rows, and columns
13. Share worksheet data by importing, exporting, and linking
14. Automate work by customizing templates, working with macros, and creating custom lists

Topics and Scope:

1. Review the basics from Module 1
2. Using names
   A. Name cells, create cell names, and use them in formulas

B. Name formulas
C. Check and list names and references
D. Create 3-dimensional names
E. Work with ranges by creating, naming, formatting, clearing, copying and moving ranges
3. Working with functions
   A. Using the NOW function
   B. Using the DATE function
   C. Using the VLOOKUP function
   D. Using the IF function
   E. Using the PMT function
   F. Using the FV function
4. Working with formatting features
   A. Using number formats such as the time format, fraction format, and scientific format
   B. Create custom number formats
   C. Apply outlines by creating, collapsing, expanding, and removing outlines
5. Locating and updating data
   A. Find and replace text and numeric data
   B. Control recalculation
6. Using special format and print options
   A. Format zero values by displaying zero values as blank cells and as text
   B. Change the display of negative values
   C. Use print options by printing titles and gridlines setting print areas, printing multiple worksheets, and previewing and printing workbooks
7. Protecting worksheet data
   A. Creating, displaying, hiding, editing, and deleting comments
   B. Use worksheet and range protection
   C. Hiding and displaying data
   D. Use password protection by assigning and removing passwords
8. Manipulating the screen display
   A. Work with multiple workbooks by displaying them and navigating among them
   B. Freezing worksheet panes by freezing rows, clearing frozen panes, freezing columns, freezing rows and columns simultaneously
   C. Adjusting the zoom setting
   D. Work with toolbars by displaying and hiding toolbars, moving them, and customizing them
9. Sharing worksheet data
   A. Importing text files by opening a text file in Excel and importing a text file into a refreshable range
   B. Exporting data to other applications
   C. Linking workbooks by creating links and updating links
10. Automating your work
    A. Work with existing templates, customize templates, and create workbooks based on templates
    B. Create templates
    C. Work with macros by recording, executing, and editing them
    D. Create custom lists

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.

Application problems	Problem solving 20 - 50%

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

Software functions	Skill Demonstrations 20 - 75%

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

None	Exams 0 - 0%

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

Attendance, class participation, staying on task	Other Category 5 - 30%

Representative Textbooks and Materials:
Excel, Module II, ComputerPrep, 1998