

CATALOG INFORMATION

Dept and Nbr: CS 161.11C Title: INTRO MS EXCEL LEVEL 3
Full Title: Intro to MS Excel, Level 3, 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 162.3C

Catalog Description:
Excel Level 3 students work with databases, sort databases, use database functions and filters, use automated features, use and modify pivot tables, audit worksheets, work with scenarios, and create reports. (Formerly BOT 86.27B).

Prerequisites/Corequisites:

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

Limits on Enrollment:

Schedule of Classes Information:
Description: Excel Level 3 students work with spreadsheet databases; sorting, using functions and filters, using automated features. Students use and modify pivot tables, audit worksheets, work with scenarios, and create reports. (Formerly BOT 86.27B). (P/NP Only)
Prerequisites/Corequisites:
Recommended: Course Completion of CS 161.11B (or BOT 162.3B)
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 be able to:

1. Describe the characteristics of a database
2. Sort database data
3. Use database functions; DAVERAGE, DCOUNT, and DMAX
4. Use filters to select data from the database
5. Apply conditional formatting using a simple condition
6. Create a pivot table from Excel data
7. Modify pivot table data
8. Use data analysis to audit worksheets
9. Apply scenarios
10. Create reports

Topics and Scope:

1. Working with Databases
 - A. Defining database components
 - B. Adding database components
 - C. Modifying database records
2. Sorting Database data
 - A. Sorting records from top to bottom
 - B. Sorting records from left to right
 - C. Sorting by four or more columns
 - D. Specifying custom sort orders
3. Using Database Functions
 - A. Using the DAVERAGE function
 - B. Using the DCOUNT and DSUM functions
 - C. Using the DMIN and DMAX functions
4. Using Filters
 - A. Using the AutoFilter feature

- B. Using the Advanced Filter feature
- C. Extracting data
- D. Working with extracted data
- 5. Using Automated Features
 - A. Using the Automatic Subtotals feature
 - B. Using Conditional formatting
 - C. Using the AutoFormat feature
- 6. Using Pivot Tables
 - A. Creating pivot tables
 - B. Editing pivot tables
 - C. Formatting numbers in pivot table fields
- 7. Modifying Pivot Table Data
 - A. Deleting pivot tables
 - B. Refreshing pivot table data
 - C. Sorting pivot table data
- 8. Using Advanced Data Analysis to Audit Worksheets
 - A. Tracing precedents, dependents, and errors
 - B. Finding cells with specific content
 - C. Using the Goal Seek feature
- 9. Working with Scenarios
 - A. Creating scenarios
 - B. Editing and deleting scenarios
 - C. Creating scenario summary reports
- 10. Creating Reports
 - A. Creating custom reports
 - B. Printing custom reports

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 use.

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 3, ComputerPrep, 1998