CS 61.12 Course Outline as of Fall 2010

CATALOG INFORMATION

Dept and Nbr: CS 61.12 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 61.33

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:
Completion of CS 61.11 (or formerly 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: Completion of CS 61.11 (or formerly CIS 61.31)
Recommended:
Limits on Enrollment:
Transfer Credit:

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:	Effective:	Inactive:
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.