

**CS 61.11B Course Outline as of Fall 2024****CATALOG INFORMATION**

Dept and Nbr: CS 61.11B Title: MS EXCEL, PART 2

Full Title: Microsoft Excel, Part 2

Last Reviewed: 4/10/2023

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 73.13B

**Catalog Description:**

In this course, students will learn advanced Excel skills such as managing workbook options and settings, managing and formatting data, creating advanced formulas and macros, and managing advanced charts and tables. This course aligns with the Microsoft Office Specialist (MOS) Excel Expert exam.

**Prerequisites/Corequisites:**

Course Completion of CS 61.11A

**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: In this course, students will learn advanced Excel skills such as managing workbook options and settings, managing and formatting data, creating advanced formulas and macros, and managing advanced charts and tables. This course aligns with the Microsoft Office Specialist (MOS) Excel Expert exam. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion of CS 61.11A



A. Apply functions in formulas (Logical operations: AND, OR, NOT; Statistical operations: SUMIFS, AVERAGEIFS, COUNTIFS)

B. Perform data analysis and business intelligence (complex problem solving and Scenario Manager)

C. Troubleshoot formulas

D. Define named ranges and objects

IV. Create Advanced Charts and Tables

A. Create advanced charts

B. Create and manage PivotTables

C. Create and manage PivotCharts

### Assignment:

1. Reading (approximately 40-50 pages/week)
2. Completion of weekly assignments, such as: exercises, projects and/or homework
3. Final project to demonstrate skills presented in the course
4. Completion of quizzes, tests, or other assessments (5-15)
5. Attendance, participation, and discussions
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.

Weekly assignments

Problem solving  
20 - 70%

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

Assignments related to software functions and formatting applications

Skill Demonstrations  
10 - 50%

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

Quizzes, tests, or other assessments; final project

Exams  
5 - 20%

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

Attendance, participation, and discussions

Other Category  
5 - 20%

**Representative Textbooks and Materials:**

Microsoft Office 365 and Excel 2021 Comprehensive. 1st ed. Freund, Steven and Starks, Joy.  
Cengage Learning. 2022.