

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			Effective:	Inactive:
CSU GE:	Transfer Area			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
 - a. 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.

