

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:

- 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.

