

**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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
---------------	----------------------	------------	-----------

<b>CSU Transfer:</b>	Effective:	Inactive:
----------------------	------------	-----------

<b>UC Transfer:</b>	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.

