

**CS 61.11B Course Outline as of Fall 2018****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:**

This course uses advanced Excel tools such as macros, workbook protection, Goal Seek, Solver, Scenarios, and PivotTables and PivotCharts. This course aligns with the Microsoft Office Specialist Certification test.

**Prerequisites/Corequisites:**

Course Completion or Current Enrollment in CS 61.11A

**Recommended Preparation:**

Course Completion of BGN 101; OR knowledge of the keyboard and ability to type by touch

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

Description: This course uses advanced Excel tools such as macros, workbook protection, Goal Seek, Solver, Scenarios, and PivotTables and PivotCharts. This course aligns with the Microsoft Office Specialist Certification test. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 61.11A

Recommended: Course Completion of BGN 101; OR knowledge of the keyboard and ability to type by touch

Limits on Enrollment:  
Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

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

<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 2000	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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### **CID:**

### **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **Approval and Dates**

Version:	05	Course Created/Approved:	2/28/2000
Version Created:	3/7/2017	Course Last Modified:	12/30/2023
Submitter:	Scott Rosen	Course last full review:	4/10/2023
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	4/10/2023
Version Status Date:	5/8/2017	Semester Last Taught:	Fall 2023
Version Term Effective:	Fall 2018	Term Inactive:	Fall 2024

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Use advanced features of Excel to create, modify, and use macros, charts, and PivotTables.
2. Create and use advanced formulas and functions.
3. Use advanced worksheet/workbook options and settings (such as protection, password encryption, etc.)

### **Objectives:**

Upon completion of this course, students will be able to:

1. Manage workbook options and settings.
2. Apply custom data formats and layouts.
3. Create advanced formulas.
4. Create advanced charts and tables.

### **Topics and Scope:**

#### **I. Manage Workbook Options and Settings**

##### **A. Manage workbooks**

1. Copy macros and cell references between workbooks
2. Save workbook as a template
3. Enable macros

- B. Manage workbook review
  - 1. Restrict editing and protect a worksheet
  - 2. Manage workbook versions
  - 3. Encrypt workbook with a password
- II. Apply Custom Data Formats and Layouts
  - A. Apply custom data formats and validation
  - B. Apply advanced conditional formatting and filtering
  - C. Create and modify custom workbook elements (themes, macros, form controls)
  - D. Prepare a workbook for internationalization
- III. Create Advanced Formulas
  - A. Apply functions in formulas (Logical operations: AND, OR, NOT; Statistical operations: SUMIFS, AVERAGEIFS, COUNTIFS)
  - B. Look up data by using functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
  - C. Apply advanced date and time functions (NOW, TODAY)
  - D. Perform data analysis and business intelligence (Goal Seek and Scenario Manager)
  - E. Troubleshoot formulas
  - F. 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. Completion of assignments, exercises, drills, and/or homework
- 2. Final project to demonstrate skills presented in the course
- 3. Completion of quizzes, tests, or other assessments in the classroom or online (5 - 15)
- 4. Attendance and participation in the classroom and/or online environment
- 5. Reading approximately 40-50 pages per week
- 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.

Assignments, exercises, drills, and homework

Problem solving  
20 - 70%

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

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/projects

Exams  
5 - 20%

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

Attendance and participation

Other Category  
0 - 20%

**Representative Textbooks and Materials:**

Shelly Cashman Series Microsoft Office 365 and Excel 2016: Comprehensive. Freund, Steven and Starks, Joy and Schmieder, Eric. Course Technology. 2016

## **OTHER REQUIRED ELEMENTS**

### **STUDENT PREPARATION**

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	U	User Generated Text
Advisories-generate description:	U	User-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	Y	Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

### **BASIC INFORMATION, HOURS/UNITS & REPEATABILITY**

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

### **SCHEDULING**

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

### **OTHER CODES**

Discipline:	Office Technologies	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	<a href="#">Exclusively online or other technology based instruction</a>
Emergency Distance Ed Approved:	N	None
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course
In-service:	N	Not an in-Service Course