

CATALOG INFORMATION

Dept and Nbr: CS 61.11A Title: MS EXCEL, PART 1
Full Title: Microsoft Excel, Part 1
Last Reviewed: 3/27/2023

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 73.13A

Catalog Description:
In this course, students will learn to create and manage worksheets and workbooks, create cells and ranges, create tables, apply formulas and functions, and create charts and objects. This course aligns with the Microsoft Office Specialist certification test.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course, students will learn to create and manage worksheets and workbooks, create cells and ranges, create tables, apply formulas and functions, and create charts and objects. This course aligns with the Microsoft Office Specialist certification test. (Grade or P/NP)
Prerequisites/Corequisites:
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 2000	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

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

1. Create, edit, format, and organize Excel worksheets and workbooks.
2. Apply formulas and functions to calculate cell data.
3. Utilize a variety of Excel features (such as tables, charts, and objects).

Objectives:

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

1. Create and manage worksheets and workbooks.
2. Manage data cells and ranges.
3. Create and format tables.
4. Perform operations with formulas and functions.
5. Create and format charts and objects.

Topics and Scope:

- I. Create and Manage Worksheets and Workbooks
 - A. Create worksheets and workbooks
 - B. Navigate within worksheets and workbooks
 - C. Format worksheets and workbooks
 - D. Customize options and views for worksheets and workbooks
 - E. Configure worksheets and workbooks for distribution (print and save)
 - F. Save workbooks in alternative formats
- II. Manage Data Cells and Ranges
 - A. Insert data in cells and ranges
 - B. Format cells and ranges
 - C. Summarize and organize data
- III. Create Tables
 - A. Create and manage tables

- B. Manage table styles and options
- C. Filter and sort a table
- D. Apply database functions to table data
- IV. Manage Workbook Review
 - A. Restrict editing and protect a worksheet
 - B. Manage workbook versions
 - C. Encrypt workbook with a password
- V. Perform Operations with Formulas and Functions
 - A. Summarize data by using functions (SUM, MIN, MAX, COUNT, AVERAGE)
 - B. Perform conditional operations by using functions (SUMIF, AVERAGEIF, COUNTIF)
 - C. Look up data by using functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
 - D. Apply date and time functions (NOW, TODAY)
- VI. Create Charts and Objects
 - A. Create charts
 - B. Format chart elements
 - C. Insert and format objects

Assignment:

1. Reading approximately 40-50 pages per 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; projects

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.