CS 61.1B Course Outline as of Fall 2025

CATALOG INFORMATION

Dept and Nbr: CS 61.1B 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:	CS 61.11B

Catalog Description:
In this course, students will learn advanced Excel skills such as managing workbook options and settings, managing and formatting data, creating advanced formulas and macros, and managing advanced charts and tables. This course aligns with the Microsoft Office Specialist (MOS) Excel Expert exam.

Prerequisites/Corequisites:
Course Completion of CS 61.11A

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course, students will learn advanced Excel skills such as managing workbook options and settings, managing and formatting data, creating advanced formulas and macros, and managing advanced charts and tables. This course aligns with the Microsoft Office Specialist (MOS) Excel Expert exam. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion of CS 61.11A

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. 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:
At the conclusion of this course, the student should be able to:
1. Manage workbook options and settings.
2. Create templates.
3. Create advanced formulas.
4. Create advanced charts and tables.
5. Create and format PivotTables.

Topics and Scope:

I. Manage Workbook Options and Settings
  A. Manage workbooks
    1. Create macros and cell references between workbooks
    2. Save workbook as a template
    3. Enable macros
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 collaboration and distribution
III. Create Advanced Formulas

A. Apply functions in formulas (Logical operations: AND, OR, NOT; Statistical operations: SUMIFS, AVERAGEIFS, COUNTIFS)
B. Perform data analysis and business intelligence (complex problem solving and Scenario Manager)
C. Troubleshoot formulas
D. 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. Reading (approximately 40-50 pages/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	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.