

## CABOT271 : Microsoft Excel II

### General Information

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Course Code (CB01) :	CABOT271
Course Title (CB02) :	Microsoft Excel II
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000254601
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	10/01/2020
Course Description and Course Note:	CABOT 271 provides students with advanced features and functions of Microsoft Office Excel, a spreadsheet software program. This course prepares students for the Microsoft Office Specialist (MOS) expert certification exam in Excel. Some of the topics for this course include creating templates and working with multiple worksheets and workbooks, creating databases.
Justification:	New Course  NT FR
Academic Career:	<ul style="list-style-type: none"><li>Credit</li></ul>
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)</li></ul>
Alternate Discipline:	No value
Alternate Discipline:	No value

## Course Development

### Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

### Course Special Class Status (CB13)

Course is not a special class.

### Pre-Collegiate Level (CB21)

Not applicable.

### Grading Basis

- Grade with Pass / No-Pass Option

### Course Support Course Status (CB26)

Course is not a support course

## General Education and C-ID

### General Education Status (CB25)

Not Applicable

### Transferability

Transferable to CSU only

### Transferability Status

Approved

## Units and Hours

### Summary

<b>Minimum Credit Units (CB07)</b>	3
<b>Maximum Credit Units (CB06)</b>	3
<b>Total Course In-Class (Contact) Hours</b>	54
<b>Total Course Out-of-Class Hours</b>	108
<b>Total Student Learning Hours</b>	162

### Credit / Non-Credit Options

#### Course Type (CB04)

Credit - Degree Applicable

#### Noncredit Course Category (CB22)

Credit Course.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Credit Course.

Variable Credit Course

#### Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	54

Laboratory	0
Studio	0
<b>Total</b>	54

**Course Out-of-Class Hours**

Lecture	108
Laboratory	0
Studio	0
<b>Total</b>	108

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation**

**Prerequisite**

CABOT270 - Microsoft Excel I

**OR**

**Prerequisite**

STV90 - Microsoft Excel

**Entry Standards**

Entry Standards	Description
Format worksheets;	CABOT 270
modify page setup and printing;	CABOT 270

utilize formulas & functions in Excel;	CABOT 270
utilize charts and objects.	CABOT 270
use cells;	STV 90
format worksheets;	STV 90
complete worksheets and workbooks;	STV 90
employ formulas and functions;	STV 90
create and format charts.	STV 90

<b>Course Limitations</b>	
Cross Listed or Equivalent Course	Description
No value	No value

<b>Specifications</b>	
<b>Methods of Instruction</b>	
Methods of Instruction	Lecture
Methods of Instruction	Laboratory
Methods of Instruction	Demonstrations
<b>Out of Class Assignments</b>	
case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Using conditional formatting); lab assignments used to reinforce case problems (e.g. Recording macros)	

**Methods of Evaluation**

Exam/Quiz/Test

Exam/Quiz/Test

**Rationale**

skill assessments using specific software tool(s);

final examination.

**Textbook Rationale**

No Value

**Textbooks****Author****Title****Publisher****Date****ISBN**

Freund, Steven M

Shelly Cashman Microsoft Office  
365 & Excel 2016:  
ComprehensiveBoston: Cengage  
Learning, 2016.  
Print.

2020

978-0-357-02640-3

**Other Instructional Materials (i.e. OER, handouts)**

No Value

**Learning Outcomes****Course Objectives**

Audit a worksheet;

display and format data;

use analysis tools;

collaborate with workgroups.

create a database

create formulas and functions

**SLOs**

Use conditional formatting to apply various formats to data based upon whether or not a criteria is met. The formats could include text colors, cell shadings, stars, color bars, top and bottom rules

Expected Outcome Performance: 0.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.  
Core  
ILOs

Utilize financial, database, and statistical functions to solve problems related to the data

Expected Outcome Performance: 0.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.  
Core  
ILOs

Use quantitative and/or analytical mathematical skills to solve problems and to interpret, evaluate, and process information and data to draw logical conclusions and support claims.

Demonstrate ability to use linking and 3-D references to work with and consolidate data in multiple worksheets and workbooks simultaneously

Expected Outcome Performance: 0.0

Use formula auditing techniques to analyze correctness of the data and formulas in a worksheet and a workbook

Expected Outcome Performance: 0.0

demonstrate ability to link and to utilize data in other applications

Expected Outcome Performance: 0.0

## Course Content

### Lecture Content

Using templates **5 HOURS**

- Applying templates
- Editing templates
- Creating templates

Using multiple workbooks **5 HOURS**

- Using a workspace
- Linking workbooks

Formatting numbers **4 HOURS**

- Applying number formats (accounting, currency, number)
- Creating custom number formats
- Using conditional formatting

Printing workbooks **4 HOURS**

- Printing and previewing multiple worksheets
- Using Report Manager

Working with named ranges **5 HOURS**

- Adding and deleting a named range
- Using a named range in a formula
- Using Lookup Functions (HLOOKUP or VLOOKUP)

Working with toolbars **4 HOURS**

- Hiding and displaying toolbars
- Customizing a toolbar
- Assigning a macro to a command button

Using macros **5 HOURS**

- Recording macros
- Running macros
- Editing macros

Auditing a worksheet **5 HOURS**

- Working with the Auditing Toolbar
- Tracing errors (finding and fixing errors)

- Tracing precedents (finding cells referred to in a specific formula)
- Tracing dependents (finding formulas that refer to a specific cell)

Displaying and formatting data **8 HOURS**

- Applying conditional formats
- Performing single and multi-level sorts
- Using grouping and outlines
- Using data forms
- Using subtotaling
- Applying data filters
- Extracting data
- Querying databases
- Using data validation

Using analysis tools **5 HOURS**

- Using Goal Seek
- Working with Scenarios

Collaborating with workgroups **4 HOURS**

- Creating, editing and removing a comment
- Applying and removing worksheet and workbook protection
- Changing workbook properties
- Applying and removing file passwords

Total Hours - 54