



COURSE OUTLINE : CABOT 271

D Credit – Degree Applicable

COURSE ID 005279

Cyclical Review: September 2020

COURSE DISCIPLINE : CABOT

COURSE NUMBER : 271

COURSE TITLE (FULL) : Microsoft Excel II

COURSE TITLE (SHORT) : Microsoft Excel II

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 122 X – MS Excel II

CATALOG DESCRIPTION

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.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged:0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Prerequisite: CABOT 270 or STV 90, or equivalent.



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ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	270	Microsoft Excel I	Format worksheets;	Yes
2	CABOT	270	Microsoft Excel I	modify page setup and printing;	Yes
3	CABOT	270	Microsoft Excel I	utilize formulas & functions in Excel;	Yes
4	CABOT	270	Microsoft Excel I	utilize charts and objects.	Yes
5	STV	90	MICROSOFT EXCEL	use cells;	Yes
6	STV	90	MICROSOFT EXCEL	format worksheets;	Yes
7	STV	90	MICROSOFT EXCEL	complete worksheets and workbooks;	Yes
8	STV	90	MICROSOFT EXCEL	employ formulas and functions;	Yes
9	STV	90	MICROSOFT EXCEL	create and format charts.	Yes

EXIT STANDARDS

- 1 Audit a worksheet;
- 2 display and format data;
- 3 use analysis tools;
- 4 collaborate with workgroups.
- 5 create a database
- 6 create formulas and functions

STUDENT LEARNING OUTCOMES

- 1 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;
- 2 utilize financial, database, and statistical functions to solve problems related to the data;
- 3 demonstrate ability to use linking and 3-D references to work with and consolidate data in multiple worksheets and workbooks simultaneously.
- 4 use formula auditing techniques to analyze correctness of the data and formulas in a worksheet and a workbook;
- 5 demonstrate ability to link and to utilize data in other applications.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Using templates • Applying templates • Editing templates • Creating templates	5	0	5



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2	Using multiple workbooks • Using a workspace • Linking workbooks	5	0	5
3	Formatting numbers • Applying number formats (accounting, currency, number) • Creating custom number formats • Using conditional formatting	4	0	4
4	Printing workbooks • Printing and previewing multiple worksheets • Using Report Manager	4	0	4
5	Working with named ranges • Adding and deleting a named range • Using a named range in a formula • Using Lookup Functions (HLOOKUP or VLOOKUP)	5	0	5
6	Working with toolbars • Hiding and displaying toolbars • Customizing a toolbar • Assigning a macro to a command button	4	0	4
7	Using macros • Recording macros • Running macros • Editing macros	5	0	5
8	Auditing a worksheet • 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)	5	0	5
9	Displaying and formatting data • 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	8	0	8
10	Using analysis tools • Using Goal Seek • Working with Scenarios	5	0	5



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11	Collaborating with workgroups • Creating, editing and removing a comment • Applying and removing worksheet and workbook protection • Changing workbook properties • Applying and removing file passwords	4	0	4
				54

OUT OF CLASS ASSIGNMENTS

- 1 case problems that incorporate critical thinking and problem solving with computer skills proficiency (e.g. Using conditional formatting);
- 2 lab assignments used to reinforce case problems (e.g. Recording macros)

METHODS OF EVALUATION

- 1 skill assessments using specific software tool(s);
- 2 final examination.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Shelly Cashman Microsoft Office 365 & Excel 2016: Comprehensive	Supplemental	Boston: Cengage Learning, 2016. Print.			Freund, Steven M	978-0-357- 02640-3	2020