



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date:

12/6/2007

Title: Excel II
(limit to 50 characters including spaces)

Discipline/Number: CSC 52

Instructor Contact: Tonia Widler

Date Submitted /Modified: 9/6/07

Units Min:	.5	Units Max:	.5	Lecture Hours:	.5	Lab Hours:	0
<i>If this is a variable unit course, the relationship between earned units and any difference in expected SLOs should be explained.</i>							

Student Learning Outcomes:

1. Understand advanced concepts and terminology associated with electronic spreadsheets.
2. Use built-in functions such as CHOOSE, VLOOKUP, STDEV and PMT.
3. Sort data and create subtotals.
4. Modify the appearance of the spreadsheet through conditional formatting of cells.
5. Create, edit, and format charts.
6. Copy data between Word and Excel.
7. Use hyperlinks and Object Linking and Embedding (OLE).

Instructor(s): _____

(Signature) _____

(Signature)

_____ *(Date)*
 _____ *(Date)*