

YUBA COMMUNITY COLLEGE DISTRICT (YCCD)
CAREER TECHNICAL EDUCATION ARTICULATION/CREDIT BY EXAMINATION AGREEMENT

Woodland College, in collaboration with Colusa County Office of Education-Adult School High School/ROP, mutually subscribe to the following articulation/credit by examination agreement with the stipulation that: Credit will be awarded upon completion of high school course based on criteria established by Woodland college faculty member as measuring competence in course objectives.

HIGH SCHOOL/ ROP ARTICULATION SECTION

High School/ROP Site Colusa County Office of Education-Adult School

High School/ROP Instructor(s) Jill Wright Phone Number (530) 473-1350 x10331

High School/ROP Course Microsoft Excel 2019 E-mail Address jwright@ccoe.net

Request for: (check one) Renewal Agreement New Agreement Revised Agreement (based on updated curriculum)

Attach materials from high school/ROP course: (Note: Materials required to begin process.)
 Course outline List of Competencies and Objectives Sample course exams

Information about high school/ROP course:

➤ Length of course: Days per week 3 Hours per course 160 Weeks 34

➤ Name of Textbook/Software: Microsoft Excel 2019 & 365 Comprehensive, Labyrinth Learning

➤ Other Materials: Labyrinth Lab Learning elab and ebook

Requested by:

<u>Jill Wright</u> <u>Jill Wright</u> <u>1/19/2021</u>	<u>Jill Wright</u> <u>Jill Wright</u> <u>1/19/2021</u>
High School Instructor (Print & Sign) Date	High School Dept Chair/Coordinator (Print & Sign) Date
<u>Whilee Nelson</u> <u>Whilee Nelson</u> <u>1/19/2021</u>	<u>N/A</u>
High School Principal (Print & Sign) Date	ROP Director (If Applicable) (Print & Sign) Date

WOODLAND COMMUNITY COLLEGE ARTICULATION SECTION

YCCD Instructor(s) Claudio Cisneros Phone Number (530)661-7263

YCCD Course BCA 33 Microsoft Excel II E-Mail ccisnero@yccd.edu

Unit(s) 1 (Number and Title)

Approved Pending Modification Not approved for articulation (Please comment below)

Credit by Examination Criteria:
 The CCOE instructor exam will serve as the CBE examination (see attached documentation).
 (If Approved)

Additional Comments: CCOE must inform WCC of any curriculum changes. Any changes to curriculum by either CCOE or WCC may void this agreement.

[] I have contacted the appropriate full-time faculty in the discipline and the Instructional Deans at the Clear Lake Campus, Yuba College, and Woodland Community College to inform them of the Career Technical Education Articulation/Credit by Examination Agreement.

Approved by:

<u>[Signature]</u> <u>02.01.21</u>	<u>[Signature]</u> <u>Feb 4, 2021</u>
College Instructor Date	Campus Dean/Department Dean Date
<u>Kasey Gardner</u> <u>Feb 11, 2021</u>	
V.P. Academic and Student Services Date	
Articulation Officer	

Yuba Community College District

Woodland Community College Course Outline

Course Information

Course Number: BCA 33

Full Course Title: Microsoft Excel II

Short Title: Excel II

TOP Code: 0514.00 - Administrative Assistant and Secretarial Science, General*

Effective Term: Spring 2020

Course Standards

Course Type: Credit - Degree Applicable

Units: 1.0

Total class hours: 54.0

Total contact hours in class: 30.0

Lecture hours: 12.0

Lab hours: 18.0

Hours outside of class: 24.0

Repeatable: No

Grading Method: Letter Grade Only

Minimum Qualifications for Instructors

- Computer Information Systems **Or**
 - Office Technologies **Or**
 - Business (Masters Required)
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Course Description

This course is designed to follow the successful completion of BCA 15 and will provide students with an intermediate understanding of Microsoft Excel. Analyzing data, working with multiple worksheets and functions, pivot tables, resolving conflicts, tracking changes, data validation, chart formatting, templates, and macros are covered. Problem-solving for Excel solutions is also emphasized. Not open for credit to students with credit in BCA 33A.

Conditions of Enrollment

Satisfactory completion of: BCA 15

Content

Course Lecture Content

1. Advanced functions
2. Analyzing data
3. Advanced formatting
4. Sorting and filtering of data
5. Pivot table functions
6. Working with multiple worksheets and tables
7. Templates
8. Advanced chart formatting
9. Sharing workbooks

10. Conflict resolution in worksheet(s)
11. Macro creation
12. Data validation
13. Import and export data

Course Lab/Activity Content

Hands-on engagement with content areas.

Objectives

1. Produce Excel tables, Pivot Tables, and Pivot Charts including filtering and summary statistics. ****Requires Critical Thinking****
 2. Manage multiple worksheets and workbooks including grouping, consolidation, and 3-D reference.
 3. Work with logical functions to analyze data. ****Requires Critical Thinking****
 4. Create a custom workbook template
 5. Develop protected spreadsheet applications including use of macros.
 6. Determine and apply appropriate problem-solving techniques. ****Requires Critical Thinking****
 7. Discuss the necessity of data validation, conflict resolution, and protected spreadsheet applications including use of macros in worksheets. ****Requires Critical Thinking****
 8. Identify the need for easy and accurate data analysis and interpretation in both academic and business environments and discuss how Pivot Tables and Pivot Charts including filtering and summary statistics enable this analysis. ****Requires Critical Thinking****
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Student Learning Outcomes

1. Analyze and validate data and resolve data conflicts by working with multiple worksheets and functions, creating pivot tables, formatting charts and templates, and creating macros.
 - **Computation** Students will use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Information Competency** Students will conduct, present, and use research necessary to achieve educational, professional, and personal objectives.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
 2. Demonstrate problem solving techniques utilizing Excel solutions.
 - **Computation** Students will use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
 - **Critical Thinking** Students will analyze data/information in addressing and evaluating problems and issues in making decisions.
 - **Technological Awareness** Students will be able to select and use appropriate technological tools for personal, academic, and career tasks.
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Methods of Instruction

- **Laboratory**
Students apply and practice intermediate level features and functions of Excel.
 - **Lecture/Discussion**
Intermediate level features and functions of Excel are explained, discussed, and demonstrated in a face-to-face or online classroom setting.
 - **Other**
Demonstrations
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Distance Education

Delivery Methods

- Online
 - Hybrid
 - All lecture hours will be online; lab/activity hours will be face-to-face
 - All lab/activity hours will be online; lecture hours will be face-to-face
 - Broadcast Education
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Assignments

Reading Assignments

Readings assigned from text to prepare for in-class lecture and lab work.

Other Assignments

Creating and Formatting PivotTable Reports

Review the chapter in your text about PivotTables. A PivotTable is an interactive tool that summarizes worksheet data. Using the data provided by your instructor, create a blank PivotTable report using the ribbon. Use categories in the data to summarize the different groups and totals in your data. Remember to develop the specific questions you want to answer about your data before you choose your categories and create your PivotTable. Common questions relate to how the data may have changed over time, how the data varies in different geographical regions, or how functional groupings of the data may differ.

Methods of Evaluation

- Exams
 - Homework
 - Laboratory Assignments
 - Participation
 - Problem Solving Exercises
 - Quizzes
 - Skills Demonstrations/Performance Exam
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Course Materials

Textbooks:

1. Steven M. Freund; Joy L. Starks; Eric Schmieder. *Shelly Cashman Series® Microsoft® Office 365 & Excel 2016: Comprehensive*, 1 ed. Cengage, 2017, ISBN: 978-1-305-87072-7
Equivalent text is acceptable
 2. Reding, Wermers. *Microsoft Excel 2013 Complete*, Cengage, 2016, ISBN: 978-9781305878105
Equivalent text is acceptable
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