

## TEC-032: Excel 2 (Intermediate)

### Lifelong Learning Online Course Syllabus

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**Target Audience:** Open to Everyone  
**Course Access:** <https://connect.fresno.edu>

**Course Description:** Excel is among the most widely used computer applications in the workplace. Its powerful features allow you to manage budgets, chart data, predict success. But Excel goes far beyond just number crunching. In Excel 2 (Intermediate) we will be addressing many of the most powerful features such as Names, Linking, Sorting, Filtering, Advanced Functions, Charting and Graphic Tools. These skills are pivotal for those looking for a job in the business or financial sector. You will be guided through each step as you gain proficiency with higher level formulas and formatting. At the completion of this course you will be well versed in not only the more useful and powerful Excel functions, you will know how to continue your mastery of Excel. Students taking this course must have a rudimentary knowledge of Excel (Excel 1 – Beginning) and access to Microsoft Excel 2011 or later on either platform.

**Note:** This course does not provide direct instructor contact; assignments are included in the course to help students process the information learned and will not be evaluated by the instructor.

**Required Texts and Course Materials:** There is no required book for this course. Relevant online resources that support the course content and encourage further investigation will be available throughout the course assignments. Active hyperlinks are utilized throughout the course and will link to the appropriate information when clicked. These include videos, podcasts, worksheets, online activities, journal articles and other resources.

**Course Dates:** Self-paced; students may enroll at any time and take up to one year, from the date of registration, to complete assignments.

#### Course Student Learning Outcomes (C-SLO)

Student Learning Outcomes for This Course	
By the end of this course student will be able to:	
C-SLO 1	Apply Names and use them in formulas
C-SLO 2	Format cells with Borders and Merging
C-SLO 3	Create Headers and Footers
C-SLO 4	Add Comments to annotate cell data
C-SLO 5	Create Links to consolidate and simplify interpretation of data
C-SLO 6	Use advanced Functions to increase efficiency

C-SLO 7	Sort and Filter data
C-SLO 8	Chart data to convey meaning to colleagues
C-SLO 9	Add graphics and photos in meaningful ways
C-SLO 10	Protect Worksheets and Cells for collaboration

## Topics, Assignments, and Activities

Module Title	Module Assignments and Activities
<b>Welcome Module</b>	<ul style="list-style-type: none"> <li>Welcome Video</li> <li>Course Syllabus</li> <li>Introduce Yourself Forum</li> </ul>
<b>Module 1 –</b> Names and Borders	<ul style="list-style-type: none"> <li>Names</li> <li>Borders</li> </ul>
<b>Module 2 –</b> Managing Data	<ul style="list-style-type: none"> <li>Managing Data</li> <li>Drag and Drop</li> </ul>
<b>Module 3 –</b> Features	<ul style="list-style-type: none"> <li>Merging Cells, Paste Options, Excel Options, Header and Footer,</li> <li>Forum Reflection</li> </ul>
<b>Module 4 –</b> Shortcuts, Comments, and Linking	<ul style="list-style-type: none"> <li>Shortcuts, Comments, Quick Access Bar, Linking</li> <li>Forum Reflection</li> </ul>
<b>Module 5 –</b> Functions, Sorting, and Charting	<ul style="list-style-type: none"> <li>Functions, Sorting, Charting</li> </ul>
<b>Module 6 –</b> Charts, Graphs, Objects, and Pictures	<ul style="list-style-type: none"> <li>Chart Tools, Graphic Tools, Arranging Objects, Pictures,</li> <li>Forum Reflection</li> </ul>
<b>Module 7 –</b> Protecting Cells	<ul style="list-style-type: none"> <li>Protecting Cells</li> </ul>
<b>Module 8 –</b> Final Project	<ul style="list-style-type: none"> <li>Final Project</li> <li>Forum Reflections</li> </ul>
<b>Course Wrap-up</b>	<ul style="list-style-type: none"> <li>Final Reflection Forum</li> <li>Course Evaluation</li> <li>Course Completion Checklist</li> <li>Grade Report and Transcript Requests</li> </ul>

**Instructor/Student Contact Information:** This course does not provide direct instructor contact. Assignments are only included in the course to help students process the information learned.

**Requesting a Certificate of Completion:** When all work for the course has been completed, students will need to email [prof.dev@fresno.edu](mailto:prof.dev@fresno.edu) to request a Certificate of Completion. Please allow at least two weeks for the certificate to be sent.

**University Policies and Procedures:** Students are responsible for becoming familiar with and observe all policies and procedures related to their participation in the university community. A summary of university policies may be found on the university website at <https://ce.fresno.edu/lifelong-learning-policies-and-procedures>.