

## TEC-031: Excel 1 (Beginning)

### Lifelong Learning Online Course Syllabus

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**Target Audience:** Open to Everyone  
**Course Access:** [ce-connect.fresno.edu](https://ce-connect.fresno.edu)

**Course Description:** We live in what is being described as the Information Age. As we are bombarded with data from all sides, special tools are needed to help make sense of all this information. Excel is a spreadsheet program that provides those tools. Excel can be used to perform calculations using built-in formulas, everything from standard deviation to calculating a car payment. In this first course we are going to take a look at how Excel operates, from cell formatting to calculations and basic formulas. We will look at formatting data, using the Fill feature, and how to use Worksheets. Students taking this course must have 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)

<b>Student Learning Outcomes for This Course</b>	
By the end of this course student will be able to:	
C-SLO 1	Navigate a spreadsheet and the Excel screen.
C-SLO 2	Enter, edit, and delete data in Excel.
C-SLO 3	Format, wrap, and orientate text and values.
C-SLO 4	Add, delete, align, sort rows and columns.
C-SLO 5	Create and copy formulas including auto sum and functions.
C-SLO 6	Use fill, fill series, and fill dates.
C-SLO 7	Add and name worksheets.
C-SLO 8	Configure Excel worksheets and workbooks to print.

## 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 – Introduction &amp; The Excel Screen</b>	<ul style="list-style-type: none"> <li>• Intro to Excel, Navigating a Spreadsheet, The Excel Screen, Entering, Editing, and Deleting Data</li> </ul>
<b>Module 2 – Text &amp; Values</b>	<ul style="list-style-type: none"> <li>• Working with Text, Text Formatting, Text Wrapping, Text Orientation, Values</li> </ul>
<b>Module 3 – Cells</b>	<ul style="list-style-type: none"> <li>• Adding Rows and Columns, Column Width and Row Height, Fill Color and Pattern, Inserting and Deleting Cells, Cell Alignment, Cell Sorting</li> </ul>
<b>Module 4 – Calculations</b>	<ul style="list-style-type: none"> <li>• Calculations, Operands, Cell Reference, Order of Operations, Forum Reflection</li> </ul>
<b>Module 5 – Formula Basics</b>	<ul style="list-style-type: none"> <li>• Formula Basics, AutoSum and Functions, Copying Cells with Formulas, Forum Reflection</li> </ul>
<b>Module 6 – Using Fill</b>	<ul style="list-style-type: none"> <li>• Using Fill, Fill Series, and Fill Dates, Relative and Absolute Reference, Fill Handle, Custom Lists</li> <li>• Forum Reflection</li> </ul>
<b>Module 7 – Adding and Naming Worksheets</b>	<ul style="list-style-type: none"> <li>• Adding and Naming Worksheets</li> </ul>
<b>Module 8 – Printing Basics</b>	<ul style="list-style-type: none"> <li>• Printing Basics</li> </ul>
<b>Module 9 – Final Project</b>	<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>.