

TEC-033: Excel 3 (Advanced)

Lifelong Learning Online Course Syllabus

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Target Audience: Open to Everyone
Course Access: ce-connect.fresno.edu

Course Description: Excel is the most powerful and popular spreadsheet program in business today. As a number cruncher, it excels in analyzing, synthesizing, applying, and communicating information. But the tools of Excel far exceed the numeric calculations we expect from a spreadsheet. In this course we are going to address some of the features that will enable you to stand out from the crowd. These skills will provide you with a new level of competency including Database skills, Lookup and Reference, Collaboration, Visualization tools, Mail Merge, and text functions. Students taking this course are assumed to have a basic knowledge of Excel (Excel 1 – Beginning) and functionality (Excel 2 – Intermediate) 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: 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	Configure and utilize the Database (Table) feature
C-SLO 2	Utilize, create, and share Templates
C-SLO 3	Apply Themes and Styles to Worksheets
C-SLO 4	Use Lookup and Reference tools
C-SLO 5	Understand and utilize advanced Functions
C-SLO 6	Apply Visualization tools to better communicate data
C-SLO 7	Use Mail Merge to create letters, nametags, labels, and more
C-SLO 8	Understand and apply Text Functions
C-SLO 9	Print Reports

Topics, Assignments, and Activities

Module Title	Module Assignments and Activities
Welcome Module	<ul style="list-style-type: none">• Welcome Video• Course Syllabus• Introduce Yourself Forum
Module 1 – Database	<ul style="list-style-type: none">• Database, Sorting, Filtering,• Forum Reflection
Module 2 – Features	<ul style="list-style-type: none">• Templates, Format Painter, Themes and Styles, Lookup and Reference• Forum Reflection
Module 3 – Collaboration, Exporting, and Importing	<ul style="list-style-type: none">• Collaboration, Exporting and Importing Files, Text Files, Advanced Functions• Forum Reflection
Module 4 – Visualizing Data	<ul style="list-style-type: none">• Visualization, Trace Precedent, Sparklines, Data Bars, Color Scales, Icon Sets
Module 5 – Advanced Features	<ul style="list-style-type: none">• Advanced Features, Mail Merge, Text Functions, Help with Formulas, Pivot Table• Forum Reflection
Module 6 – Printing	<ul style="list-style-type: none">• Printing
Module 7 – Final Project	<ul style="list-style-type: none">• Final Project• Forum Reflections
Course Wrap-up	<ul style="list-style-type: none">• Final Reflection Forum• Course Evaluation• Course Completion Checklist• Grade Report and Transcript Requests

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 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>.