



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Excel: Advanced

OT407

Hours: In Class 6 Clinical Total 6

Description

Build on the skills introduced in Intermediate Excel and help prepare for the Microsoft Excel certification examination. Learn and work with advanced formulas, lookup functions. Learn to import data, export data and query external databases. You will also learn about some of the analytical features of Excel, such as Goal Seek and Solver and learn to create, and run macros to automate redundant tasks in spreadsheets. Books included in price.

Prerequisites

ot406 - Excel - Intermediate or equivalent experience.
OT406 Excel: Intermediate

Books

Microsoft Office Excel 2019: Part 3 - ISBN: 0910805 (Included)

Learning Objectives

Work with multiple worksheets and workbooks.
Use Lookup functions and formula auditing.
Automate workbook functionality.
Create sparklines and map data.
Forecast data.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion, and demonstration.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires 80% attendance and completion of all assigned activities.

Grading Policy

Student success is based on participation in class activities and the completion of exercises. A certificate of completion requires successful completion of all assigned work within the established time frame. Types of graded assignments will be projects, review questions, activities and assignments.

Grading Policy:

S = Satisfactory

U = Unsatisfactory

A course grade of Unsatisfactory does not qualify the course as a prerequisite to other courses.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities and assignments.

Students must be on time and meet the attendance policy set for this class, which is 80% attendance.