

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 577

COURSE TITLE

SPREADSHEETS: ADVANCED

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides instruction in advanced spreadsheet functions, including charts, macros, data management, what-if analysis, macro programming, program and file operations to develop and analyze business applications. (FT)

LECTURE/LABORATORY HOURS

54

ADVISORIES

Completion of OFSY 575, Spreadsheets: Beginning or equivalent.

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.
3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To provide instruction in mastering of facts and advanced principles including theory, design, developing, and customizing complex spreadsheets.

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

1. Create, edit, problem solve and print complex spreadsheets and charts.
2. Customize spreadsheets with the use of macro programs, data management functions using multiple worksheets, or workbooks and other software programs.
3. Demonstrate advanced use of World Wide Web integration.
4. Utilize practical application concepts to develop business reports.
5. Apply advanced functions and formulas.
6. Utilize lab or software manuals or reference materials.
7. Perform what-if analyses to arrive at optimal solutions.

SECTION II

COURSE CONTENT AND SCOPE

1. Career Choices and Employment Opportunities
2. Advanced Worksheet Concepts
3. Create, Edit, Formulate, Report and Summarize Data Using Advanced Techniques
 - 3.1. Combine files
 - 3.2. Link files or programs
 - 3.3. Sort and filter data
 - 3.4. Automate spreadsheet with macros/macro programs
 - 3.5. Data management
 - 3.6. Advanced formulas
 - 3.7. Consolidate worksheets
 - 3.8. Import and export files
 - 3.9. Advanced print techniques
 - 3.10. What-if analysis (solver, goal seeker, scenario manager)
 - 3.11. Advanced function commands
 - 3.12. File conversions
 - 3.13. Customize users graphics tools

COURSE CONTENT AND SCOPE (CONTINUED)

4. Create/Edit Advanced Spreadsheets and Charts
 - 4.1. Enhance data and charts
 - 4.2. Create or use templates
 - 4.3. Business/financial related formulas, functions and web queries
 - 4.4. Problem solving and solutions
 - 4.5. Create one and two-variable tables
 - 4.6. Macro programs
 - 4.7. Customize spreadsheets, objects and charts
5. Share Files Using the "Cloud" and Setup Appropriate Level of Access

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, texts, professional journals, software manuals, on-line help, reference books, tutorials, and handouts of topical material to reinforce concepts.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, the following:

1. Complete assigned spreadsheets.
2. Maintain a portfolio of class assignments and activities.
3. Perform mathematical calculations as assigned.
4. Design custom spreadsheets for personal or business related projects.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, studying, practicing, and completing assigned projects alone or with a group.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments that demonstrate critical thinking may include, but are not limited to, written and oral analysis and evaluation of classroom material, class discussions on selecting and using appropriate methods, materials, equipment; and researching, designing and analyzing spreadsheets to solve a problem.

EVALUATION

Evaluation will be based on performance in a variety of activities and assignments, such as portfolio of class projects and practical assignments, punctuality and attendance, writing assignments, quizzes, and concept/theory examinations, and group/class participation to instill team work. Online assessment and testing may also be utilized.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, tutorials, lecture/discussion, computer-assisted instruction, practical assignments, lab, audio-visual, modules, competency-based methods, field trips and other unique instructional strategies. This course or a section of this course may be taught through distance education.

TEXTS AND SUPPLIES

Textbooks must be current and relevant to the course such as:

- New Perspectives, Microsoft Excel*, Course Technology, latest edition
- Microsoft Excel, Prostart Series*, Favro, Brian, Stolins, Russel, Labyrinth Publications, latest edition
- Microsoft Office-Illustrated Projects*, Carol M. Cram, latest edition
- Microsoft Office Excel: Comprehensive Concepts and Techniques*, Gary B. Shelly, Thomas J. Cashman, Jeffrey J. Quasney, latest edition

Supplies:

Storage media.

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REVISED BY <u>Sharian Lott</u>	DATE <u>February 22, 2007</u>
REVISED BY <u>Instructional Services/SLO's Added</u>	DATE <u>November, 2012</u>
REVISED BY <u>Maria Reyes-Niemeyer</u>	DATE <u>November, 2012</u>

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

- San Diego Community College District Policy 3100
- California Community Colleges, Title 5, Section 55002
- Continuing Education Catalog