

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: MOFF 6625

Course Title: Microsoft Excel I

Course Description: Introductory Microsoft Excel skills, including entering, editing, and formatting entries; selecting cells and ranges; creating and modifying basic formulas; working with charts, adding images, sorting and filtering data.

Suggested Course Prerequisite(s): Familiarity with using Microsoft Windows.

Course Resources: Microsoft Excel 2021 & 365: Level 1
Labyrinth ISBN: 9781640614055

Student Learning Outcomes: Introduction to Worksheets - Formatting Sheets & Cells, Numbers, Dates, Basic Calculations. Rearranging Data – Working with Rows, Cells& Columns. Managing Multiple Worksheets, Formulas, and Cell References. Data Visualization with Charts & Images – Using Tools for Formatting & Editing. Organizing Large Amounts of Data – Sorting, Freeze Panes & Window Split.

Certification Notes:

Next course recommendation: Microsoft Excel II

Lesson Plan – by week or session:

Session 1: Tracking Customer Data

- Introducing Excel
- Entering and Editing Data
- Adjust Column Width and Row Height
- Formatting Cells
- Working with Numbers and Dates
- Enter a Series Using AutoFill
- Perform Worksheet Calculations
- Print a Worksheet

Session 2: Recording Student Grades

- Rearrange Data on a Worksheet
- Managing Multiple Worksheets
- Using Functions in Formulas
- Understanding Relative and Absolute Cell References
- Define Names for Cells and Ranges

Session 3: Data Visualization and Images

- Create Charts to Compare Data
- Working with Chart Tools
- Move and Size Charts
- Edit Chart Data• Add Images to a Worksheet
- Use Conditional Formatting

Session 4: Organizing Large Amounts of Data

- Starting with a Template
- Importing and Exporting Data
- Adjust View Options for Large Worksheets
- Sort and Filter to Organize Data
- Perform Advanced Calculations
- Controlling Data Entry with Data Validation
- Printing Options for Large Worksheets
- Create Tables

• Reinforce Your Skills• Apply Your Skills

Session 5: Excel Project

Session 6: Additional Exercises and Test

Course Sessions:

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation:

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy:

Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.