

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** MOFF 6635

**Course Title:** Microsoft Excel III

**Course Description:** Expansion of Microsoft Excel skills including tables and pivot charts, financial functions, and workbook protection.

**Suggested Course Prerequisite(s):** Microsoft Excel II, or equivalent experience.

**Course Resources:** Microsoft Excel 2021 & 365: Level 3  
Labyrinth. ISBN-13: 9781640614178

**Student Learning Outcomes:** Working with Tables – Calculated Columns, Structured References, Table Features. Financial Functions & What-If Analysis – PMT, PV and NPER Functions. Pivot Tables and Pivot Charts, Workbook Protection and Inspecting Workbooks for Compatibility.

**Certification Notes:**

**Next course recommendation:** Excel VBA I; Excel Programming

**Lesson Plan – by week or session:**

Session 1: Working with Tables

- Working with Tables
  - Special Table Features
  - Using Structured References
  - Creating Sparklines
- Session 2: Financial Function and What-if Analysis
- Creating Financial Functions
  - Using What-if Analysis Tools
  - Scenario Manager
  - Goal Seek

Session 3: PivotTables and PivotCharts

- Creating PivotTables
- Working with PivotTables
- Filtering a PivotTable
- Creating Calculated Fields
- Creating PivotCharts

Session 4: Workbook Completion

- Alternative Navigation Methods
- Inserting and Viewing Comments
- Add Alternative Text to Objects for Accessibility
- Inspecting Your Workbook
- Workbook Protection

Session 5: Excel Project

Session 6: Review

**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](http://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.