

**Collin College - Continuing Education
COURSE SYLLABUS**

COURSE INFORMATION

Course Number: NDAY-6690

Course Title: Basic Excel in a Day

Course Description: Microsoft Excel 2016: Level 1 covers key introductory Microsoft Excel skills. Introductory topics covered include entering, editing, and formatting entries, selecting cells and ranges, creating and modifying basic formulas, working with charts, adding images, sorting and filtering data, and more.

Suggested Course Prerequisite(s): Microsoft Windows, Keyboarding Skills

Course Resources: Textbook(s):
FastCourse Microsoft Excel 2021 and 365: Level 1
Labyrinth
ISBN-13: 978-1-64061-474-1

Student Learning Outcomes: Highlights for this class include: 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: Intermediate Excel in a Day

Lesson Plan – by week or session:

AM: Tracking Customer Data
Recording Student Grades
PM: Data Visualization and Images
Organizing Large Amounts of Data

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.