

**Collin College - Continuing Education
COURSE SYLLABUS**

COURSE INFORMATION

Course Number: NDAY 6750

Course Title: Microsoft Excel Formula and Function Skills in a Day

Course Description: Develop powerful Excel formula and function skills

Suggested Course Prerequisite(s): MS Excel III or equivalent experience.

Course Resources: Textbook(s): N/A

Student Learning Outcomes:

Demonstrate competency using Excel formula and function skills

Certification Notes: N/A

Next course recommendation: Microsoft Excel MOS Exam Prep

Lesson Plan – by week or session:

AM: Working with Logical and Information Functions

Using Lookup Functions

Working with Date and Time Functions

PM: Creating Advanced Formulas

Working with Math Functions

Analyzing Data with Tables

Miscellaneous Calculations

Mega formulas

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.