

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** NDAY 6760

**Course Title:** Microsoft Excel PivotTable Skills in a Day - Advanced

**Course Description:** Use advanced PivotTable features to summarize and analyze data.

**Suggested Course Prerequisite(s):** Microsoft Excel PivotTable Skills in a Day – Basic, or equivalent experience.

**Course Resources:**

Excel 2016 Pivot Table Data Crunching  
Que Publishing; 978-0789756299

**Student Learning Outcomes:**

Demonstrate competency using advanced Excel PivotTable features.

**Lesson Plan – by week or session:**

Analyzing Disparate Data Sources with Pivot Tables  
Sharing Pivot Tables with Others  
Working with and Analyzing OLAP Data  
Mashing Up Data with Power Pivot  
Dashboarding with Power View and 3D Map  
Enhancing Pivot Table Reports with Macros  
Using VBA to Create Pivot Tables  
Advanced Pivot Table Tips and Techniques

**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.