

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: NDAY 6765

Course Title: Microsoft Excel PivotTable Skills in a Day - Basic

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

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

Course Resources:

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

Student Learning Outcomes:

1. Design data for Pivot Tables
2. Create Pivot table
3. Summarize data using Pivot Tables
4. Format Pivot tables.

Certification Notes:

Next course recommendation: Microsoft Excel PivotTable Skills in a Day – Advanced

Lesson Plan – by week or session:

Pivot Table Fundamentals
Creating a Basic Pivot Table
Customizing a Pivot Table
Grouping, Sorting, and Filtering Pivot Data
Performing Calculations in Pivot Tables
Using Pivot Charts and Other Visualizations

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.