Collin College - Continuing Education
COURSE SYLLABUS

COURSE INFORMATION

Course Number: BAPP 6160

Course Title: Creating Excel Dashboards

Course Description: Learn to create Dashboards using Excel

Suggested Course Prerequisite(s): Proficient in Excel

Course Resources: Excel Dashboards and Reports (Mr. Spreadsheet’s Bookshelf) [Paperback]
ISBN: 1118490428

Student Learning Outcomes: Demonstrate competency in creating Dashboards using Excel.

Certification Notes: N/A

Next course recommendation: N/A

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.

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.

Lesson Plan – by week or session:
Getting Started with Dashboards
Introducing Charts into Dashboards
Advance Dashboarding Concepts
Pivot table Driven Dashboards
Importing Data from Access
Linking Data with PowerPoint

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.