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

Course Description: Develop powerful Excel formula and function skills.

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

Course Objectives: Demonstrate competency using Excel formula and function skills.

Next Class Possibilities: Microsoft Excel MOS Exam Prep

Textbook(s): None

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 a guideline 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.

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-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx