Course Title:  WeekEnd – Microsoft Excel I

Course Description:  
This class introduces basic spreadsheet concepts of Microsoft Excel and identifies the advantage of using electronic worksheets. Topics include creating, formatting, and printing worksheets; creating simple formulas; writing formulas using Excel functions; naming cell ranges; and using the Help system.

Course Prerequisite(s):  
WeekEnd - Microsoft Windows

Course Objectives:

Certification Notes:

Next Class Possibilities:  
WeekEnd – Microsoft Word I

Instructor Notes:

Textbook(s):  
Microsoft Excel 2013: Level 1  

Lesson Plan – by week or session
Day One -  
Morning Session: Exploring Excel 2013  
Editing Worksheets  
Afternoon Session: Changing the Appearance of Worksheets  
Working with Formulas and Functions

Day Two -  
Afternoon Session: Formatting Cell Contents, Basic Skills  
Charting Worksheet Data

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