

**Collin College - Continuing Education  
COURSE SYLLABUS**

<b>COURSE INFORMATION</b>
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**Course Number:** NDAY 6730

**Course Title:** Intermediate Excel in a day

**Course Description:** Intermediate Excel continues adding skills to what was taught in Beginning Excel.

**Suggested Course Prerequisite(s):** N/A

**Course Resources:** Textbook(s):  
FastCourse Microsoft Excel 2021 & 365: Level 2  
Labyrinth Learning;  
ISBN-13: 978-1-64061-477-2

**Student Learning Outcomes:**

Advanced Formatting – Themes, Cell Styles, Customizing Page Setup  
Date and Time Functions, Conditional Formatting, Advanced Functions for Text and Analysis – IF Criteria, Troubleshooting Formulas, Lookup Function and the Outline Features.

**Certification Notes:** N/A.

**Next course recommendation:** Advanced Excel In A Day

**Lesson Plan – by week or session:**

**AM : Advanced Workbook Formatting**

- Formatting with Themes
- Applying Cell Styles
- Using the Format Cells Dialog Box
- Creating Custom Number Formats
- Customizing the Page Setup
- Using Zoom Tools
- Editing Document Properties

**Date Functions and Conditional Formatting**

- Understanding Date Serial Numbers
- Entering Time Information in Excel
- Using Date Functions
- Entering Date and Time Calculations
- Working with Conditional Formatting

**PM : Advanced Functions for Text and Analysis**

- Using Functions to Modify Text
- Creating Conditional Functions Using IF Criteria
- Nested Functions
- Troubleshooting Formulas
- 3-D Cell References

**Lookup Functions and Outlines**

- Introducing Lookup Functions
- Using the Outline Feature

**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.