



**COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES**

COURSE TITLE: Microsoft Excel (2007)

COURSE DESCRIPTION:

<http://www.durhamtech.edu/html/current/noncredit/computer.htm#microsoft>

Learn to create, save, and retrieve spreadsheets. Perform complex mathematical operations through the use of functions. Design graphs and generate reports. **Word processing or equivalent experience** recommended. **Textbook required.**

RESOURCES AND MATERIALS:

Required Text: **Microsoft Excel 2007: Comprehensive**, by Trisha Hakola and Sandra Rittman
Labyrinth Learning, ISBN-13: 978-1-59136-110-7

The textbook is available at the DTCC Bookstore (at least one week before the class start date): <http://www.durhamtech.edu/html/prospective/bookstore.htm>

Other: **Storage media (e.g. USB flash/thumb/jump drive)**

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Create, update and save a worksheet and workbook
2. Understand and create formulas for calculations
3. Format cells, worksheets, and workbook numbers and text
4. Work comfortably with columns, rows, and cells
5. Print worksheets and workbooks
6. Create and update charts

THE PRIMARY METHOD OF EVALUATION IS :

If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives. If a student misses more than 20% of the class, but is still able to perform 80% of the class objectives, it is up to the instructor if they pass the student or not.

ATTENDANCE:

Each student is required to attend at least 80% of the scheduled class time to receive a grade of Satisfactory.

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:**REGISTRATION AND FEES for Computer Training traditional non-credit classes:**

- 1) N.C. Senior Adults 65 or older pay lab and CAPS fees: \$9 (waived course fees)
- 2) All other students will pay the **total fee** (includes course fee, lab fee and CAPS fee) as listed with the course description:
<http://www.durhamtech.edu/html/current/noncredit/computer.htm>
- 3) All students must **complete a registration form** three days before the class starts:

Registration Procedures and links to Registration Forms:

<http://www.durhamtech.edu/html/corporate/policies.htm#registration>

Course Registration Information:

Program Assistant: Herleesha Anderson
andersonh@durhamtech.edu

Computer Program Information:

Program Director: Becky Roehrs
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DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentervicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentervicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentervices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208, or by visiting the Student Development Office, Wynn Center, Room 1309.