##### TOPICS COURSE OFFERING

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course ID: | OT 260D |  | Course Title: | Excel 2007 |  | Units: | .5 |

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture / Lab Hours: |  | | |
| Total Course Hours | Lec hrs: | 9 |
|  | Lab hrs: |  |
| \*Lab will generate \_\_\_\_\_\_ hour(s) per week outside work. | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  |  | |
| Grading Basis: | | |  | | For Office Use Only | |
|  | Grading scale only | |  | | CATID: | Org Code: 231515 |
|  | CR/NC option | | X | | Tops Code: 0514.00 | SAM Priority: C |
|  | CR/NC only | |  | | VEA Code: Y | Course LHE: 1.0 |
|  | | |  | | Effective Date: Fall 2007 |  |
|  | | |  | |  |  |

Description:

This course is designed for the anyone who wishes to develop an understanding of the basic operations of Microsoft Excel 2007 spreadsheets, and how to apply that understanding to real-world projects. Topics will include discovering the difference between Excel 2003 and Excel 2007, and may also include creating and formatting worksheets, using formulas and functions, and creating graphs. The class will meet with instructor two (2) hours per week for a total of (9) weeks to receive lecture material regarding upgrading their Excel skills to Excel 2007. Students then will work on projects as assigned outside of the two hours on their own.