##### TOPICS COURSE OFFERING

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

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

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| 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: | Course LHE: 1.0 |
|  | | |  | | Effective Date: Spring 2010 |  |
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Description:

This course is designed for anyone who wishes to develop an understanding of the basic operations of Microsoft Excel spreadsheets, and how to apply that understanding to real-world topics. Topics may include discovering the difference between earlier versions of Excel and the current version, and may also include creating and formatting worksheets, using formulas and functions, and creating graphs.