PRELIMINARY COURSE SYLLABUS
Course Title: Excel Tips and Tricks
Course Code: WSP 06
Instructor: Maria Pribyl

Tentative Outline:

DAY ONE

• Navigation Keyboard Shortcut Keys
• Conditional Formatting
• Data Validation
• Pivot Tables

DAY TWO

• Absolute versus Relative Cell Referencing
• Named Ranges
• If Statements
• VLookup
• Additional Productivity Keyboard Shortcuts

Grade Options and Requirements:

• No Grade Requested (NGR)
  o This is the default option. Just show up for class! No work will be required; no credit shall be received; no proof of attendance can be provided.

• Credit/No Credit (CR/NC)
  o A passing Grade for Credit will be determined by student attendance and participation.

• Letter Grade (A, B, C, D, No Pass)
  o All assignments will be graded on a completed / not completed

*Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.