



Microsoft 2010 Excel Level I

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center Main Campus, Indio	8:00 a.m. – 4:30 p.m.	T/TH	4 weeks	54	\$595
Alessandro Branch Campus, Riverside	AM Class 9:00 a.m. – 12:00 p.m.	T/TH	9 weeks	54	\$595
	PM Class 5:30 p.m. – 8:30 p.m. 8:30 a.m. – 1:30 p.m.	T/TH F	5 weeks		

*Program fee **DOES NOT** include enrollment prerequisites, program requirements, or required materials.

*Schedules and fees are subject to change without notice.

This course provides the knowledge of essential elements of MS Excel. Instruction includes:

- Basic data entry tasks to complex problem solving.
- Knowledge of formulas and functions, spreadsheets, and databases.
- Formatting and cell types.
- Use of chart tools.

Admission Requirements

- Adult and/or post-secondary level.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security card.

Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.

Included in the Cost of Program Fees

- Textbook.



For additional information, please contact our office at (951) 826-4723 or (760) 863-3333, or visit our website at www.riversidesce.org.

