

**Course Outline**  
**OFAD 109**  
**Spreadsheet Applications for Personal Use**  
**1 Semester Hour**

**The Community College of Baltimore County**

**Description**

Spreadsheet Applications for Personal Use

Introduces students the basics of creating, editing, and printing simple spreadsheets using Excel.

Prerequisite: Experience in computer applications

**Overall Course Objectives.**

Upon completion of this course the student will be able to:

1. use worksheet commands to input, process, and output numerical and textual data,
2. edit worksheets, and
3. use graphics commands to produce and print graphical charts.

**Major Topics**

1. Excel window.
2. Create a simple spreadsheet
3. Relative and absolute references
4. Calculations in a spreadsheet
5. Formatting cells in a spreadsheet
6. Embedding a chart

**Course Requirements**

Final grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Examination 1	100
Examination 2	100
Projects	<u>50</u>
	250

Final letter grades (based on total points earned) will be awarded as follows:

225 – 250 = A

200 – 224 = B

175 – 199 = C

150 – 174 = D

Below 150 = F

**Other Course Information**