

Common Course Outline

OFAD 246

Spreadsheet Applications

3 Credits

The Community College of Baltimore County

Description

Spreadsheet Applications

Provides students with the knowledge of how to set up data in a spreadsheet format to perform basic financial operations; prepares students to take the proficient and expert MOUS certification exam in Microsoft Excel.

Prerequisite: CINS 101 or OFAD 160, RDNG 052 or ESOL 054 and MATH 083

Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ present, manipulate, and calculate numerical data in Excel worksheets
- ∃ present the data more visually by charting it
- ∃ insert clip art images in Word documents and Excel worksheets
- ∃ create maps with Excel data
- ∃ format worksheets with advanced techniques
- ∃ work with templates and workbooks
- ∃ use advanced spreadsheet functions
- ∃ work with lists and analysis tools in Excel
- ∃ manage and audit worksheets
- ∃ collaborate with workgroups
- ∃ combine Word and Excel files for the Internet

Major Topics

- A. Preparing and Formatting an Excel Worksheet
- B. Maintaining and Enhancing Worksheets
- C. Moving Data between Worksheets
- D. Inserting Formulas in Worksheets
- E. Creating Charts
- F. Working with Templates and Workbooks
- G. Using Advanced Functions
- H. Creating and Working with Lists
- I. Using Excel's Analysis Tools
- J. Managing and Auditing Worksheets
- K. Collaborating with Workgroups
- A. Importing and Exporting Data

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily work and the average of the grades earned on performance tests and the final examination.

Other Course Information

This is a self-paced, production-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.