

Common Course Outline
OFAD 246
Excel I: Basic Spreadsheet Applications
3 Credits

The Community College of Baltimore County

Description

OFAD 246 – 3 credits – Excel I: Basic Spreadsheet Applications presents essential Microsoft Excel features needed to format, edit, sort, and display data in a spreadsheet. Students learn to organize data alphabetically and numerically and to enter formulas and apply functions to analyze basic logical, statistical, and financial scenarios. Upon successful completion of this course and OFAD 256, students will have learned the skill sets required to pass the Microsoft Office Specialist Excel certification exam.

3 credits; 2 lecture hours, 2 laboratory hours

Prerequisite: OFAD 114 or OFAD 160 or permission of program coordinator

Note: CSIT 101 may not be substituted for OFAD 114 to meet the prerequisite.

Overall Course Objectives

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

1. format fonts, cells, and ranges of cells;
2. edit rows, columns, and cells;
3. preserve specific cell references in a formula;
4. customize worksheets using borders, colors, themes, and pictures;
5. organize data alphabetically and numerically;
6. display data in charts and tables;
7. manage workbook data;
8. enter and edit formulas and functions in a spreadsheet using a variety of methods;
9. construct formulas implementing correct order of operation;
10. evaluate formula errors;
11. investigate a variety of outcomes using logical functions;
12. combine data from multiple spreadsheets;
13. apply functions to analyze and solve financial scenarios; and
14. explain the benefits of and certification requirements for the Microsoft Office Specialist Excel certification exam.

Major Topics

- I. Data
 - A. Alphabetic
 - B. Numeric
 - C. Numeric read as alphabetic
 - D. Sort
 - E. Link

- II. Formatting and Editing Spreadsheets
 - A. Column width, row height, and cell styles
 - B. Fonts and font styles
 - C. Borders, color, and highlighting
 - D. Cell references
 - E. Number formats
 - F. Cut, copy, paste
 - G. Conditional formatting
- III. Managing workbook data
 - A. Freezing rows and columns
 - B. Multiple panes
 - C. Adding and naming worksheets to workbooks
- IV. Formulas
 - A. Entering formulas
 - B. Order of operation
 - C. Formula bar
 - D. Circular references
 - E. Absolute, relative, and mixed cell references
- V. Functions
 - A. Statistical
 - B. Financial
 - C. Logical
- VI. Visual Elements
 - A. Graphics
 - B. Charts
 - C. Tables
 - D. Text boxes
- VII. Microsoft Office Specialist Excel Certification

Course Requirements

Grading procedures will be determined by the individual faculty member but must include the following:

Grading/exams

- At least three tests
- At least three integrated projects

- Electronic portfolio
- Written research paper, 500 words minimum
- Final exam

Written Assignments: Students are required to utilize appropriate academic resources.

Date Revised: 12/1/2015