

Miami-Dade Community College

OST1851 Spreadsheets for the Office

Catalog Description:

This entry-level one credit class emphasizes an introduction to the use of a spreadsheet for microcomputers. The class will provide an understanding of what a spreadsheet is, how it works, and its applications in business will be introduced. Classes are conducted in a laboratory environment where a microcomputer is available for each student. The content of this class will continually change to keep pace with current technology.

1 credit

Course Competencies:

- Competency 1: The student will demonstrate basic understanding of the Basic Common Elements by:
- a. Performing basic file management tasks such as creating new files, closing files, and saving files.
 - b. Basic understanding how to save, preview, print, and exit a file.
- Competency 2: The student will demonstrate basic understanding of the Common Text Elements by:
- a. Performing the undo and redo text function.
 - b. Using the proofing tools; spell checker, find and replace text.
- Competency 3: The student will demonstrate an understanding of the introduction of the Spreadsheet Software by:
- a. Creating a simple worksheet
 - b. Entering and saving data in a worksheet.
 - c. Previewing, basic editing, and printing a worksheet.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.

MIAMI-DADE COMMUNITY COLLEGE
OST1851: Spreadsheets for the Office (REVISED)
COURSE SYLLABUS

Course Description

This hands-on one credit class is designed to provide students with the introductory experience of using the spreadsheet applications program, Microsoft Excel. The class covers the basic principles, from the simple techniques of creating and printing worksheets, understanding basic functions and formulas and how it all applies to business.

Student Learning Objectives or Outcomes:

Upon successful completion of this class, students will be able to:

1. Differentiate between the electronic spreadsheet vs. journals or ledgers.
2. Explain basic spreadsheet concepts.
3. Perform spreadsheet screen-making selections from pull-down menus, icons, and dialog boxes.
4. Move the cell pointer with the spreadsheet.
5. Make entries: labels, values, and formulas.
6. Create and save a simple spreadsheet.
7. Perform basic editing functions.
8. Demonstrate how to preview work before printing.
9. Use on-line help.
10. Exit the spreadsheet.

Text *Training Materials will be provided.*

Evaluation Procedure

Students will be evaluated according to projects completed, as follows:

Projects:	One of the following grades will be assigned:
Project 1 = 30%	A= 90-100
Project 2 = 30%	B= 80-89
Project 3 = 30%	C= 70-79
Participation = 10%	D= 60-69
	F= <60

Software Copyright Law

There will be no copying of any software unless the disk jacket of the software expressly states such copying is allowed.

Academic Dishonesty

Students found copying work or duplicating disks will face academic dishonesty charges through the Dean of Students' Office.