



Course Number and Title: OAT 152 Excel Level I

Campus Location:

Georgetown, Dover, Stanton, Wilmington

Effective Date:

2020-51

Prerequisite:

ENG 006 or ENG 007, MAT 010, SSC 100 or concurrent

Co-Requisites:

none

Course Credits and Hours:

3.00 credits

2.00 lecture hours/week

2.00 lab hours/week

Course Description:

This course covers the fundamental concepts of spreadsheet skills necessary to be successful within an organization. The emphasis is on technical knowledge and reinforcement of problem-solving abilities through project-based learning. This course prepares students for the Microsoft Office Specialist Excel certification.

Required Text(s):

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:

None

Schedule Type:

Classroom Course

Hybrid Course

Online Course

Disclaimer:

None

Core Course Performance Objectives (CCPOs):

1. Plan, design, and create spreadsheets using complex formulas and functions. (CCC 2, 6; PGC 1, 2, 3, 4)
2. Prepare and manage multiple-sheet workbooks. (CCC 2, 6; PGC 1, 2, 3)
3. Summarize and analyze data. (CCC 2, 6; PGC 1, 3, 4)
4. Demonstrate critical thinking and problem solving skills. (CCC 2, 3, 4, 6; PGC 1, 3)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Plan, design, and create spreadsheets using complex formulas and functions.
 1. Identify, describe, and use formulas and functions.
 2. Develop a spreadsheet using templates.
 3. Format data.
 4. Format worksheets.
2. Prepare and manage multiple-sheet workbooks.
 1. Import/export data and/or files.
 2. Convert file formats.
 3. Ensure a workbook's confidentiality.
 4. Group and ungroup worksheets.
 5. Use the consolidate data function.
 6. Add worksheet pages and names.
 7. Copy, delete, move, and edit data.
 8. Automate worksheets using macros and other tools.
3. Summarize and analyze data.
 1. Use forecasting and other data tools to evaluate information.
 2. Reorganize and/or summarize/display data using Excel features, including charts.
 3. Filter and/or sort data.
4. Demonstrate critical thinking and problem solving skills.
 1. Identify errors and correct them.
 2. Modify formulas.
 3. Create and edit charts.
 4. Create data tables.
 5. Analyze data and scenarios.

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Final Course Grade:

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative: Simulation Exams (10-12) (equally weighted)	20%
Summative: Application Based Project (12-16) (equally weighted)	35%
Formative: Quizzes/Assignments (equally weighted)	35%
Summative: Microsoft Office Specialist – Excel Certification	10%
TOTAL	100%

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):
OATAASOAT

1. Produce the documents necessary for a functioning business office.
2. Demonstrate accurate and efficient keyboarding skills.
3. Integrate office-related skills to function in a professional manner within the workplace.
4. Use diverse research methods and information sources to complete a variety of business documents.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.