AOS 106: Introduction to Microsoft Excel

Credits 5

Quarter Offered Fall, Winter, Spring, Summer

Develop beginning through intermediate spreadsheet skills in Microsoft Excel and associated technologies. Create, edit, and format spreadsheets; analyze data using formulas, manage workbook data, create and analyze table data. Interactive training and skill-based assessments are completed in a virtual environment; projects are based on real-world business situations. Integration with cloud computing. Touch keyboarding skills is recommended. This class may include students from multiple sections.

Course Outcomes

Apply critical thinking skills to complete real-world projects.

Combine technical skills to complete independent core concept reviews.

Demonstrate an understanding of the functionality and program design of Spreadsheets.

Format a worksheet.

Create charts based on accurate data.

Analyze data using formulas.

Manage workbook data.

Create tables and analyze table data.

Interact and share information in the Cloud.