



OFC 131: Microsoft Office Excel Specialist

This course focuses on Excel skills needed to obtain detail-oriented, analytical positions throughout the business industry. The course provides in-depth training through relevant hands-on applications and critical thinking exercises. Students learn to create charts; enter, format, and analyze data; create and work with formulas, functions and recording macros; and move, export, manage, and integrate data. The course prepares students to take the Microsoft Excel certification exam. Three hours of lecture per week. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Develop the skills required for Microsoft Office Certified Application Specialist certification exam.
2. Develop skills in critical thinking, decision making, and creativity to reinforce collaborative learning.
3. Develop problem-solving skills.
4. Master the basic functions of Microsoft Excel through analyzing, formatting, collaborating, and managing worksheets and workbooks.

Credits: 3

Program: Office Administration