



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS225 EXCEL
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Illustrates the features of Microsoft Excel, a spreadsheet program that organizes data, completes calculations, makes decisions, graphs (charts) data, and develops professional-looking reports. (3, 3T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	<ol style="list-style-type: none"> 1. Apply basic concepts in creating an Excel spreadsheet 2. Format workbooks. 3. Apply formulas and functions 4. Enhance workbooks with charts and graphics 5. Use What-if-analyses. 6. Analyze data with Pivot Tables 7. Exchange data with other programs.
College-Wide Student Learning Outcomes	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence <p>Outcome in Bold</p>