



BCIS 2215 Microsoft Excel

Course Number	BCIS 2210
Course Name	Microsoft Excel
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Introduction to the electronic database, specifically, how to use, design, and edit databases for use in a variety of personal and business applications. (1, 1T+0L)
Course Student Learning Outcomes/Objectives /Competencies	<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 graphs. 5. Use What-if Analysis. 6. Analyze data with Pivot Tables. 7. Exchange data with other programs.
College-Wide Student Learning Outcomes measured (General education courses only)	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence
Program Student Learning Outcomes measured	