



BCIS 2220 Microsoft Word

Course Number	BCIS 2215
Course Name	Microsoft Excel
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Introduction to the electronic spreadsheet, specifically how to use, design, and edit spreadsheets 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. Create a folder and save assignment to the folder. 2. Format text to include: changes in line spacing, tabs, justification, margins, page breaks, and page numbering. 3. Create, revise and print a multi-page documents with headers, page numbers, and footnotes. 4. Use the thesaurus, spell check and outline features in a document. 5. Prepare a Works Cited page. 6. Prepare an Outline.
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	