Big Bend
COMMUNITY COLLEGE

MASTER COURSE OUTLINE
Prepared By: Ryan Duvall   Date: November 2019

COURSE TITLE
Introduction to Microsoft Excel

GENERAL COURSE INFORMATION

Dept.: BIM	Course Num: 182	(Formerly: OFF 182)
CIP Code: 11.0602	Intent Code: 21	Program Code: 547
Credits: 1-3		
Total Contact Hrs Per Qtr.: 22-66		
Lecture Hrs:	Lab Hrs: 22-66	Other Hrs:
Distribution Designation:		

COURSE DESCRIPTION (as it will appear in the catalog)
This course provides an introduction to Microsoft Excel 2019. It is not intended for Business Information Management Program students.

PREREQUISITES
None

TEXTBOOK GUIDELINES
Introductory Excel text as determined by BIM Faculty (Example: *Microsoft Excel 20xx*, by Rutkosky, Seguin, and Rutkosky Roggenkamp)

COURSE LEARNING OUTCOMES
Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:
1. Create spreadsheets and workbooks
2. Edit and format worksheets and cells
3. Analyze data using formulas, functions, and visual elements
4. Manipulate rows and columns, views, and headers and footers
5. Save and print spreadsheets and workbooks

INSTITUTIONAL OUTCOMES
IO3   **Human Relations/Workplace Skills**: Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE
1. Analyzing Data using Excel
2. Editing and Formatting Worksheets
3. Using Functions, Setting Print Options, and Adding Visual Elements

DEPARTMENTAL GUIDELINES *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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DIVISION CHAIR APPROVAL   **DATE**