Big Bend
COMMUNITY COLLEGE

MASTER COURSE OUTLINE

Prepared By: Ryan Duvall   Date: November 2019

COURSE TITLE
Spreadsheets I

GENERAL COURSE INFORMATION

Dept.: BIM   Course Num: 190   (Formerly: OFF 190)
CIP Code: 11.0602   Intent Code: 21   Program Code: 547
Credits: 1-5
Total Contact Hrs Per Qtr.: 22-110
Lecture Hrs: Lab Hrs: 22-110   Other Hrs:
Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)
This course is an in-depth introduction to Microsoft Excel 2019. The focus is to learn functions of Excel, to apply this knowledge to business situations, and to begin preparing students for the MOS (Microsoft Office Specialist) Expert certification exam.

PREREQUISITES
Successful completion of BUS102 or successful completion of MATH 094 or MAP 117 or BBCC Placement Exam into MATH 098 or higher

TEXTBOOK GUIDELINES
Comprehensive Excel text as decided by BIM faculty (Example: *Microsoft Office Excel Comprehensive – New Perspectives* By: Zimmerman, Zimmerman, Shaffer, and Pinard)

COURSE LEARNING OUTCOMES
Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:
1. Manage electronic files
2. Develop a worksheet
3. Change the format of a worksheet
4. Work with functions and formulas
5. Create and enhance charts and graphics
6. Manage multiple worksheets and workbooks

INSTITUTIONAL OUTCOMES
IO2   **Quantitative Reasoning**: Students will be able to reason mathematically using methods appropriate to the profession
IO3   **Human Relations/Workplace Skills**: Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE
1. Create, Save, Print, and Edit Worksheets and Workbooks
2. Apply Formatting

3. Insert, Write, and Edit Formulas
4. Filter and Sort Data
5. Insert, Copy, Edit, and Delete Graphics
6. Manage Multiple Worksheets and Workbooks
7. Create, Print, and Edit Charts
8. Apply, Edit, and Delete Conditional Formatting
9. Create and Use Statistical, Math, Lookup, Financial, and Logical Functions

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.

_____   _____

DIVISION CHAIR APPROVAL   **DATE**