

BCT 107 Articulation Competencies

Getting Started with Spreadsheets (1 Credit)

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts.

Upon completion of this course, successful students will score 80% or better on the following competencies to receive WVC college credits.

Student Learning Outcomes:

CATEGORIES			
1. Problem Solving:	A. Critical Thinking	3. Social Interaction:	A. Collaboration
	B. Creative Thinking		B. Ethical Conduct
	C. Quantitative Reasoning		C. Professional Conduct
	D. Qualitative Reasoning		D. Cultural Diversity
2. Communication:	A. Oral Expression	4. Inquiry:	A. Information Literacy
	B. Written Expression		B. Research
	C. Artistic Expression		C. Documentation

Course Competencies Checklist:

- Open and save existing spreadsheets. (4A)
- Create new spreadsheets. (2B)
- Enter and edit numbers and text. (1A, 2B)
- Create formulas and use basic functions. (1A, 4A)
- Apply appropriate formatting. (1A)
- Preview and print all or a portion of a spreadsheet. (1A)

<p><u>Program Outcomes:</u> Students enrolled in the BCT program will do the following:</p> <ul style="list-style-type: none"> • Develop foundational knowledge in computer technologies. • Develop communication and professional work skills. • Make appropriate technology choices for business productivity. • Apply Internet tools for research and collaboration. • Prepare for industry certifications such as Microsoft Office Specialist and IC3 Digital Literacy. 	<p><u>Course Topics:</u></p> <ul style="list-style-type: none"> • Data entry • Cut, Copy, and Paste Commands • Text and number formatting • Clip Art and Picture Tools • Format Tabs and Ribbon features • Functions and Formulas • Print Setup and Preview
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