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

1. **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)

Course Topics:

* 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

Program Outcomes:

Students enrolled in the BCT program will do the following:

* 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.