

MESABI RANGE COLLEGE

Course Outline

Course Title: Project Management II: Microsoft Excel
Semester Course Prefix and Number: BOPM 1242
Old Quarter Course Prefix and Number:

Submitted By: B. Skorich
Approval Date: May 2017
Revision Date:

Number of Credits: 3 **Number of Lecture Credits:** 2
Semester(s) Offered: **Number of Lab Credits:** 1 **Number of Lab Hours:** 2
Class Size: 30 **Number of Studio/Demonstration/Internship Credits:**
Negotiated by AASC on:
(date)

Course Purpose Code:

- 0 – Developmental Courses
- 1 – Non-transferable
- 2 – Technical course related to career programs
- 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
- 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
- 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This is a comprehensive course exploring the functions and practical applications in using Microsoft Excel. Students will create Excel worksheets to analyze data; edit and format worksheets to enhance the appearance; use function formulas; and add visual elements such as graphs/charts; and work with multiple worksheets and tables.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): none
Reading Prerequisite: none
Composition Prerequisite: none
Mathematics Prerequisite: none

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:

(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer's approval are required.)

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| 0. <input checked="" type="checkbox"/> None | 6. <input type="checkbox"/> The Humanities and Fine Arts |
| 1. <input type="checkbox"/> Communications | 7. <input type="checkbox"/> Human Diversity |
| 2. <input type="checkbox"/> Critical Thinking | 8. <input type="checkbox"/> Global Perspectives |
| 3. <input type="checkbox"/> Natural Sciences | 9. <input type="checkbox"/> Ethical and Civic Responsibility |
| 4. <input type="checkbox"/> Mathematical/Logical Reasoning | 10. <input type="checkbox"/> People and the Environment |
| 5. <input type="checkbox"/> History and the Social and Behavioral Sciences | |

Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

- Create, apply formatting, and edit a worksheet
- Use formulas, functions, and formatting
- Use IF function to return a result based on a logical test
- Use financial functions and data tables
- Work with data; tables, format, design options
- Work with multiple worksheets and workbooks
- Use templates and themes, import data, and work with SmartArt and images
- Use formula auditing, data validation, and complex problem solving
- Insert, edit, delete, and print comments
- Create, edit, and format various types of charts and graphs

Student Assessment Methods:

Assignments, projects, quizzes, tests, and discussion boards.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies):

This course will require use of the Internet, the submission of electronically prepared documents and discussion boards through the college's learning management system and the use of the most current version of Microsoft Excel.

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Affiliated Mesabi Range College Courses and Programs:

Approvals:

Body	Representative Signatures	Date
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

Distribution: Original – Instructional Services
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Revised: December 2012