BIS 1230 Spreadsheet Software
Credit Type – **Proficiency**

Course Description and Learning Outcomes:
https://www.sinclair.edu/course/params/subject/BIS/courseNo/1230/

Faculty Pathway Specialist(s) (Please include name, email**):**
Ryan Murphy – Ryan.Murphy@sinclair.edu

Resources Needed to Offer Course (software, equipment, books [include ISBN and edition], etc. – please include any associated costs)**:**
Windows PC equipped with Microsoft 365 (Excel)

How is the final grade for the course determined? (Please list all required assignments, assessments, etc.)
• MOS Excel Expert certification exam (minimum passing score is 700) • Excel Data Analysis project

Who is responsible for grading the required assignments and/or assessments? (faculty or instructor?)
Grades will need to be posted in eLearn by the High School Instructor. A key will be provided for grading the Excel Data Analysis project.

What is the grading scale for the course?
A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (below 60%)

Must students access the eLearn shell regularly to complete requirements?
Requires that students log in and utilize content in eLearn and submit completed Excel Data Analysis project through eLearn.

Does the course require access to YouTube, GoogleDrive, etc.?
No

Additional course details or requirements important for instructors not covered above:
N/A

Most common (or popular) degrees this course is in?

BIS.S.AAS	Business Information Systems
BUIP.S.CRT	Business Information Systems/Information Processing
BUMS.S.CRT	Business Information Systems/Medical Office Specialist
PCB.S.CRT	Business Information Systems/Personal Computers in Business
PRW.S.STC	Professional Writing
SA.S.STC	Software Applications for the Professional