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## CBTE 140 BMS

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COURSE TITLE: Microsoft Excel

CATALOG COURSE DESCRIPTION:  
This course covers the fundamentals of Microsoft Excel and is intended for students without any prior experience with this program. Topics include creating and formatting worksheets and charts, managing a workbook, and using productivity features to enter functions and analyze data.

**CRN (Optional):**

**Year: \***  
  
4 digit year (e.g., 2009)

**Semester: \***  
select ...

**Day/Time:**  
  
(e.g., MW 16:00, use 24-hr. time)

**SLO #1**  
Demonstrate ability to use the Microsoft Excel tools to create basic formulas and simple charts that contains appropriate formatting.

**Measurement Method**  
In the 3rd project students will choose and apply the most appropriate skills, tools, and features of Microsoft Excel.

**Schools**  
BMS  
LA  
PS  
TCWI



Figure 3: SLOJet entry form example