

Print Date: 6/3/15

**Course Objectives/Course Outline
Spokane Community College**

Course Title: Spreadsheet Design and Analysis
Prefix and Course Number: BT 204

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Demonstrate reliability and take responsibility in completing assigned tasks
- Use Excel terminology
- Produce accurate and effective documents within timed standards
- Use spreadsheet software to create, complete, and maintain worksheets
- Select and use appropriate and correct spreadsheet functions
- Use formatting to display data and charts effectively

Course Outline:

- I.
 - A.
 - B.