

BIS 1230 Spreadsheet Software  
Credit Type – Proficiency



<b>Course Description and Learning Outcomes:</b>
<a href="https://www.sinclair.edu/course/params/subject/BIS/courseNo/1230/">https://www.sinclair.edu/course/params/subject/BIS/courseNo/1230/</a>
<b>Faculty Pathway Specialist(s)</b> (Please include name, email):
Ryan Murphy – <a href="mailto:Ryan.Murphy@sinclair.edu">Ryan.Murphy@sinclair.edu</a>
<b>Resources Needed to Offer Course</b> (software, equipment, books [include ISBN and edition], etc. – please include any associated costs):
Windows PC equipped with Microsoft 365 (Excel)
<b>How is the final grade for the course determined?</b> (Please list all required assignments, assessments, etc.)
<ul style="list-style-type: none"> <li>• MOS Excel Associate certification exam (minimum passing score is 700)</li> <li>• MOS Excel Expert certification exam (minimum passing score is 700)</li> <li>• Excel Data Analysis project (minimum passing score is 70%)</li> </ul> <p>Passing MOS exams required. Final grade will be the higher of the following two options: the average of all three scores OR the Data Analysis project score.</p>
<b>Who is responsible for grading the required assignments and/or assessments?</b> (faculty or instructor?)
Grades will need to be posted in eLearn by the High School Instructor. A rubric will be provided for grading the Excel Data Analysis project.
<b>What is the grading scale for the course?</b>
A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (below 60%)
<b>Must students access the eLearn shell regularly to complete requirements?</b>
Requires that students log in and utilize content in eLearn and submit completed Excel Data Analysis project through eLearn.
<b>Does the course require access to YouTube, GoogleDrive, etc.?</b>
No
<b>Additional course details or requirements important for instructors not covered above:</b>
N/A
<b>Most common (or popular) degrees this course is in?</b>

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