

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. ACCT

COURSE NUMBER: 1120

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT 0

Course Title:

Spreadsheet Concepts and Applications

Catalog Description:

Spreadsheet Concepts and Applications implements a computerized spreadsheet system for business applications.

Prerequisites or Necessary Entry Skills/Knowledge:

None

FULFILLS MN TRANSFER CURRICULUM AREA(S)

Goal 1: Communication: ____ by meeting the following competencies:

Goal 2: Critical Thinking: ____ by meeting the following competencies:

Goal 3: Natural Sciences: ____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: ____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: ____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: ____ by meeting the following competencies:

Goal 7: Human Diversity: ____ by meeting the following competencies:

Goal 8: Global Perspective: ____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: ____ by meeting the following competencies:

Goal 10: People and the Environment: ____ by meeting the following competencies:

Topics to be Covered

Creating a Worksheet and Embedded Chart

Formulas, Functions, Formatting, and Web Queries

What-if Analysis

Financial Functions, Data Tables, Amortization Schedules

Creating, Sorting, and Querying a Worksheet Database

Creating Templates and Working with Multiple Worksheets and Workbooks

Student Learning Outcomes

Create and utilize worksheets including the linking of multiple worksheets

Create formulas and perform formatting

Perform a what-if analysis and create charts.

Create, sort, and query a worksheet database
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Link Excel to other applications

Is this course part of a transfer pathway: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Revised Date: September, 2020