

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

**DEPT. ACCT**

**NUMBER OF CREDITS: 2**

**COURSE NUMBER: 1120**

**Lecture: 1 Lab: 1 OJT 0**

<b>Course Title:</b>
Spreadsheet Concepts and Applications

<b>Catalog Description:</b>
Spreadsheet Concepts and Applications implements a computerized spreadsheet system for business applications.

<b>Prerequisites or Necessary Entry Skills/Knowledge:</b>
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:

<b>Topics to be Covered</b>
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

<b>Student Learning Outcomes</b>
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
Link Excel to other applications

<b>Is this course part of a transfer pathway:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---

Revised Date: September, 2020