

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

**DEPT. CSCI**

**COURSE NUMBER: 2140**

**NUMBER OF CREDITS: 3**

**Lecture: 3 Lab: 0 OJT 0**

<b>Course Title:</b>
Electronic Spreadsheets and Graphics

<b>Catalog Description:</b>
Electronic Spreadsheets and Graphics explores topics of statistical applications, managing database systems, and various graphical capabilities using integrated business simulations. Internal and external program utilities to aid in scanning, importing graphics and combining files will be introduced. Competency in statistical and logical formulas, charting techniques, database manipulation and macro design is expected.

<b>Prerequisites or Necessary Entry Skills/Knowledge:</b>
CSCI 1102

**FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)**

- ☐ 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>
Working with Windows
Formatting a worksheet
Formulas and functions
Automating tasks
Analyzing list data
What-If analysis
Exchanging data
Customizing Excel

Building and editing worksheets
Working with charts
Managing workbooks
Using lists
Enhancing charts and worksheets
Pivot Tables
Shared data
Programming with Excel

Student Learning Outcome	
Create and format worksheets.	
Add formulas, functions and charts to worksheets.	
Prepare documents for and use documents on the Web.	
Write macros, use lists and PivotTables.	
Exchange data with other programs.	

<b>Is this course part of a transfer pathway:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<small>*If yes, please list the competencies below</small>

Revised Date: 1/18/2022