MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. Business COURSE NO. ACCT 1120

COURSE TITLE Spreadsheet Concepts and Application

CATALOG DESCRIPTION The use of a computerized spreadsheet system for business applications. Topics include document creation, storage and retrieval, editing, printing, and file distribution.

AUDIENCE Open

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area : by meeting the following competencies:
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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Basic use of computer.

LENGTH OF COURSE Semester

THIS COURSE IS USUALLY OFFERED:
Every other year☑ fall ☐ spring X summer ☐ undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: Students will learn basic and advanced uses of Excel and how to apply them.

2) THINKING SKILLS: Students will decide what application methods will be needed to develop worksheets.

3) COMMUNICATIONS SKILLS: Students will interact with other students in developing worksheets.

4) HUMAN DIVERSITY: The text and classroom discussion will provide the student an opportunity to incorporate human diversity into this course.

TOPICS TO BE COVERED: Creating a Worksheet and Embedded Chart; Formulas, Functions, Formatting, and Web Queries; What-if Analysis, Charting, and Working with Large Worksheets; Creating Static and
Dynamic Web Pages Using Excel; Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks; Creating, Sorting, and Querying a Worksheet Database; and Creating Templates and Working with Multiple Worksheets and Workbooks.

LIST OF EXPECTED COURSE OUTCOMES:
1. Demonstrate the ability to create and utilize worksheets including the linking of multiple worksheets.
2. Demonstrate the ability to create formulas, perform formatting, and integrate web activities.
3. Demonstrate the ability to perform a what-if analysis and create charts.
4. Demonstrate the ability to create, sort, and query a worksheet database.
5. Demonstrate the ability to link Excel to other applications formats.

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES:
1. Ability to communicate well, including use of technology.
2. Ability to work independently or as a member of a team.
3. Ability to solve problems and make decisions.
4. Display of professional attitude and behavior.
5. Awareness and empathy with diversity in the workplace.

The information in this course outline is subject to revision

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or
Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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