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
Link Excel to other applications

Is this course part of a transfer pathway:  Yes ☐ No ☒

Revised Date: September, 2020