Faculty members 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 Academic Affairs and Standards Council.

DEPT.  CSCI               COURSE NUMBER: 2140

NUMBER OF CREDITS:  3       Lecture:  3       Lab:  0

Course Title:
Electronic Spreadsheets and Graphics

Catalog Description:
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.

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:

Prerequisites or Necessary Entry Skills/Knowledge:
CSCI 1102 - Introduction to Microcomputers
**Topics to be Covered**

- 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 Outcomes**

a) Create and format worksheets.
b) Add formulas, functions and charts to worksheets.
c) Prepare documents for and use documents on the Web.
d) Write macros, use lists and PivotTables.
e) Exchange data with other programs.

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

Revised Date: May 2020