

Minnesota State College Southeast

ACCT 1218: Spreadsheets Concepts and Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course uses a spreadsheet system for business applications. Procedures used include: document creation, storage, retrieval, major editing, printing, merger of documents, segments and variables, and graph creation. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 10/14/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Formulas, functions, formatting, what-if analysis, charts
2. Data tables, amortizations, financial functions, queries
3. Multiple sheet workbooks, templates, linking, pivot tables, pivot charts

D. LEARNING OUTCOMES (General)

1. Creation of spreadsheets that indicate the ability to problem solve and model building with the use of formatting and formulas in a professional manner
2. Design spreadsheets and charts documents utilizing advanced methods. Analyze worksheets and create scenarios with multiple options
3. Link multiple worksheets and workbooks, create templates, and demonstrate professional creativity

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted