Anoka Technical College

ADSC 1171: Microsoft Excel

A. COURSE DESCRIPTION

 Credits: 2
 Lecture Hours/Week: 2
 Lab Hours/Week: 0
 OJT Hours/Week: *.*
 Prerequisites: None
 Corequisites: None
 MnTC Goals: None

 This course offers an in-depth presentation of functionality of Microsoft Excel in order to acquaint student with the proper procedures to create worksheets suitable for coursework, professional purposes, and personal use. The course uses an exercise-oriented approach that allows learning by doing. (Prerequisites: None) (2 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/17/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

 1. Spreadsheet design and use concepts
 2. Microsoft Excel

D. LEARNING OUTCOMES (General)

 1. Create worksheets that include pie, column, and bar charts.
 2. Use formulas and functions to perform mathematical calculations in the creation of the spreadsheet.
 3. Filter, sort, and subtotal a spreadsheet to find or display specific information.
 4. Format a spreadsheet using themes borders, images, and cell-formatting options.
 5. Link Excel with other MS Office applications.
 6. Perform data analysis using goal seek, what-if analysis, and pivot tables.
 7. Display data in graphical form using pivotchart reports, trendlines and slicers.
 8. Create templates.
 9. Demonstrate professionalism in all course email, discussion board, and classroom communications.

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

 None

F. LEARNER OUTCOMES ASSESSMENT

 As noted on course syllabus

G. SPECIAL INFORMATION

 None noted