

Alexandria Technical and Community College

ACCT 1610: Microsoft Excel and Access Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This is an intermediate level computer course using Microsoft Excel and Access programs. It involves utilization of professional spreadsheet and database application software for business applications.

B. COURSE EFFECTIVE DATES: 08/30/2004 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Entering text, numbers, and formulas.
2. Formulas including AVG, MIN, MAX, GOAL SEEK, IF, PMT.
3. Copy cell content.
4. Relative and absolute cell references.
5. Creation of a database.
6. Sorting, filtering, and extracting data.

D. LEARNING OUTCOMES (General)

1. The learner will plan and complete beginning through intermediate-level spreadsheets.
2. The learner will complete spreadsheets to solve accounting related problems such as depreciation tables and budgeted income statements.
3. The learner will plan and complete a database and complete a simple query.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted