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