

Alexandria Technical and Community College

ADMN 1501: Spreadsheets and Database Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites:

This course requires any of these three prerequisite categories

1. ITEC 1440 - Beginning Personal Computer I (Number of Years Valid: 5)

Or

2. ITEC 1430 - Introduction to Computers (Number of Years Valid: 5)

Or

3. ITEC 1445 - Personal Computer Skills (Number of Years Valid: 5)

Corequisites: None

MnTC Goals: None

The goal of this course is to introduce learners to intermediate and advanced spreadsheet and database concepts using Microsoft Excel and Access in a Microsoft Windows operating system. Students taking this course should have foundational experience with Excel and Access. Prerequisite(s): ITEC 1440, 1445, or ITEC 1430

B. COURSE EFFECTIVE DATES: 01/14/2013 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Create Excel templates, import data, and work with SmartArt.
2. Create Access reports and forms.
3. Create Excel amortization schedules and use financial functions.
4. Create, query, and maintain Access databases.
5. Create, sort, and query Excel tables.
6. Develop advanced Access report and form techniques.
7. Develop and format Excel worksheets with charts.
8. Work with Excel formulas and functions.

D. LEARNING OUTCOMES (General)

1. The learner will demonstrate an understanding of spreadsheet preparations including charting, formula application, and formatting.
2. The learner will demonstrate an understanding of Excel queries, what-if analysis, and table and template creation.
3. The learner will demonstrate an understanding of Access database preparations, including database structure and form design.
4. The learner will demonstrate an understanding of database queries and report, table, and form generation.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted