

Minnesota State College Southeast

COMP 1135: Spreadsheet Applications

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course provides an introduction to spreadsheet programs. Students create, edit, and format worksheets, work with formulas and functions, and create charts for professional and personal use. (Prerequisite: none) (1 credit: 1 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 07/27/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Operating system
2. File management and storage
3. Spreadsheet applications

D. LEARNING OUTCOMES (General)

1. Utilize operating system and online learning software
2. Develop file management skills, including the use of various storage devices
3. Create, move, copy, modify formulas and functions to perform calculations
4. Construct conditional statements
5. Create, edit, and format charts
6. Use formatting tools to create professional looking spreadsheets

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

Microsoft Excel 2016/Office 365 are required software for those taking this course online.

This course was previously COMP 1535.