

## Course Outline for ACCT1124 — Spreadsheet Applications

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Credits: 3 (2/1/0)

Description: This course covers the use of a computerized spreadsheet system for accounting applications. Topics include document creation, storage and retrieval, editing, printing, creating charts, database applications and file distribution.

Prerequisites: CPTR1104

Corequisites: (None)

Competencies:

1. Perform cell data editing procedures.
2. Perform formula entry procedures.
3. Create and format charts.
4. Use absolute cell references.
5. Use lookup functions.
6. Perform mathematical functions.
7. Create/use range names.
8. Copy cell entries.
9. Create database records.
10. Use financial analysis functions.
11. Create/use macros.

Goal Areas: (None)