

ACCT1124 - Spreadsheet Applications

Credits:	3 (3/0/0)
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 MIS1100
Corequisites:	
Competencies:	<ol style="list-style-type: none">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 and use range names.8. Copy cell entries.9. Create database records.10. Use financial analysis functions.11. Create and use macros.
MnTC goal areas:	None