

## ACCT1124 - Spreadsheet Applications

Credits:	3 (3/0/0)
Description:	This course provides students with in-depth coverage of a spreadsheet application as used in a business setting. Students should be familiar with Windows and word processing.
Prerequisites:	• BUS1100
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"><li>1. Demonstrate in-depth knowledge of the use of algebraic formulas for formula entry and auditing.</li><li>2. Demonstrate critical thinking skills in gathering, formatting and disseminating data.</li><li>3. Use relative, mixed and absolute cell references in formulas and functions.</li><li>4. Demonstrate in-depth knowledge of financial, statistical and logical functions to calculate, report and analyze business data.</li><li>5. Create and format charts.</li><li>6. Consolidate data across multiple worksheets and workbooks.</li><li>7. Import and format data from external sources.</li><li>8. Use data analysis tools including data tables, pivot tables and charts.</li><li>9. Use advanced filtering and sorting techniques.</li></ol>
MnTC goal areas:	None

*\*Can be taking as a Prerequisite or Corequisite.*