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:	1. Demonstrate in-depth knowledge of the use of algebraic formulas for formula entry and auditing. 2. Demonstrate critical thinking skills in gathering, formatting and disseminating data. 3. Use relative, mixed and absolute cell references in formulas and functions. 4. Demonstrate in-depth knowledge of financial, statistical and logical functions to calculate, report and analyze business data. 5. Create and format charts. 6. Consolidate data across multiple worksheets and workbooks. 7. Import and format data from external sources. 8. Use data analysis tools including data tables, pivot tables and charts. 9. Use advanced filtering and sorting techniques.
MnTC goal areas:	None

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

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