**Minnesota State**
Community and Technical College

# ACCT1124 - Spreadsheet Applications

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

*Can be taking as a Prerequisite or Corequisite.