

# Minnesota State University Moorhead

## CSIS 104: Spreadsheet and Database Applications

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

A brief review of Windows, word processing and presentation software. In-depth coverage of a spreadsheet and a database management system as used in a business setting. Familiarity with Windows and word processing is required.

**B. COURSE EFFECTIVE DATES:** 04/11/2001 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Computer concepts.
2. Windows.
3. Microsoft Office fundamentals.
4. Microsoft Excel.
5. Microsoft Access.

### D. LEARNING OUTCOMES (General)

1. Use a Windows personal computer in a networked environment.
2. Use Microsoft Excel, including
  - formulas with absolute/relative/named/3-dimensional/linked-sheet references
  - functions (math, statistical, financial, lookup, logical, text)
  - data presentation (charting and formatting)
  - data list management
  - pivot tables and charts
  - formula auditing
  - problem solving (what if analysis, goal seeking, solver)
  - data import/export
  - macros
  - templates
  - collaboration
3. Use Microsoft Access, including
  - database design issues (keys, relationships, data types)
  - queries
  - reports
  - forms

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted