

# Minnesota State University Moorhead

## CSIS 104A: Advanced Spreadsheet Topics

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Understand and apply the advanced features of spreadsheet software such as templates, financial functions, importing/exporting data, solving complex problems, and creating and manipulating lists. Familiarity with spreadsheets is required.

**B. COURSE EFFECTIVE DATES:** 08/27/2007 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Excel formulas and functions.
2. Excel lists and tables.
3. Excel problem solving and data analysis.
4. Excel data import and export.
5. Excel macros.
6. Excel workbook management (auditing, templates, collaboration).

### D. LEARNING OUTCOMES (General)

1. 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

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted