

Dakota County Technical College

ACCT 1306: Spreadsheets

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the use of a computer spreadsheet program for accounting applications. Topics include managing multiple-sheet spreadsheets, creating and using charts and graphs, creating complex formulas, and creating and printing reports. Prerequisites: NONE

B. COURSE EFFECTIVE DATES: 02/20/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Apply currency format
2. Apply date format
3. Apply percent format
4. Construct cell link
5. Copy cell styles
6. Copy worksheets
7. Create 3-D chart
8. Create axis labels
9. Create cell styles
10. Create column chart
11. Create line chart
12. Create pie chart
13. Define absolute references
14. Define relative references
15. Design spreadsheet
16. Edit chart text
17. Edit multiple worksheets
18. Format chart text
19. Insert chart text
20. List spreadsheet criteria
21. Move chart
22. Move worksheets
23. Record a macro
24. Set manual page breaks
25. Use SUM function
26. Use a macro
27. Use column hide
28. Use column unhide
29. Use count
30. Use lookup function
31. Use MAX function
32. Use PMT function
33. Use relative references
34. Use UNDO command
35. Use absolute references
36. Use the IF function
37. Use MIN function
38. Use the TODAY function
39. Use the AVERAGE functions
40. Select cell formats
41. Select non-adjacent ranges
42. Modify chart size
43. Perform WHAT-IF analysis
44. Use Solver

45. Use Goal Seek
46. Query a list
47. Create a criteria range
48. Create an extract range
49. Create a cross tab report

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted