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## SECTION HEADING

### ACCT 1120: Spreadsheet Concepts and Applications

#### Description

Spreadsheet Concepts and Applications implements a computerized spreadsheet system for business applications.

#### Credits

2

#### Prerequisite

None

#### Corequisite

None

#### Topics to be Covered

1. Creating a Worksheet and Embedded Chart
2. Formulas, Functions, Formatting, and Web Queries
3. What-if Analysis
4. Financial Functions, Data Tables, Amortization Schedules
5. Creating, Sorting, and Querying a Worksheet Database
6. Creating Templates and Working with Multiple Worksheets and Workbooks

#### Learning Outcomes

1. Create and utilize worksheets including the linking of multiple worksheets
2. Create formulas and perform formatting
3. Perform a what-if analysis and create charts.
4. Create, sort, and query a worksheet database
5. Link Excel to other applications

#### Credit Details

Lecture: 1

Lab: 1

OJT: 0

MnTC Goal Area(s): None