COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2360: Advanced Excel

A. CATALOG DESCRIPTION
   1. Credits: 2
   2. Hours/Week: 2
   3. Prerequisites (Course discipline/number): BTEC 1001, D2L Online Tutorial, or instructor's permission is required when the course is offered online. BTEC 2350 or BTEC 2355 or instructor's permission. College-level reading and writing skills: appropriate score on RCTC placement test or completion of appropriate developmental course with grade of C or better.
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

This course is designed for continued development of advanced spreadsheet knowledge and skills using the Microsoft Excel program. Knowledge of the features of a spreadsheet program will be expanded. Students will complete advanced applications using Microsoft Excel. Integration with other software programs will be briefly covered.

B. DATE LAST REVISED (Month, year): March, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Customizing Excel
   2. Data tables
   3. Financial functions such as depreciation, amortization, and profitability
   4. Conditional and logical functions
   5. Using macros and Visual Basic for Applications
   6. Formula auditing, data validation and complex problem solving
   7. Preparing a worksheet for distribution
   8. Working with multiple worksheets and workbooks
   9. Importing data
   10. Working with PivotTables, PivotCharts, and Trendlines
   11. Comparing and merging workbooks
   12. Create templates and styles
   13. Use XML and HTML with spreadsheets

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Calculate depreciation and profitability.
   2. Create an amortization schedule.
   3. Use functions.
   4. Create macros and use Visual Basics to customize spreadsheets.
   5. Audit formulas.
   6. Create templates.
   7. Validate data.
   8. Create PivotTables and PivotCharts.
   10. Use multiple worksheets and workbooks.
   11. Use XML and HTML with spreadsheets.
   12. Integrate spreadsheets with other programs.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Assignments
   2. Projects
   3. Written tests
   4. Application tests
G. **RTC Core Outcome(s) Addressed:**
   ✔ Communication
   ✔ Critical Thinking
   □ Global Awareness/Diversity
   □ Personal/Professional Accountability
   □ Aesthetic Response

H. **Special Information (if any):**
   Normal fees that are charged for other computer classes and for online classes.