

Course discipline/number/title: AOP 2360: Advanced Microsoft Excel

A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): AOP 1360
4. MnTC Goals (if any): NA

This course is designed for continued development of advanced spreadsheet knowledge and skills using Microsoft Excel. Students will be utilizing Microsoft Excel tools to analyze data, present data in a useable format, and validate data methods. Critical thinking and analysis skills will be utilized to make data-informed decisions. Integrating with other programs will be covered.

B. DATE LAST REVISED (Month, year): February, 2018

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Data tables
2. Advanced formulas and functions
3. Conditional and logical functions
4. Formula auditing, data validation and complex problem solving
5. Multiple worksheets and workbooks
6. Integration with other applications and importing data
7. Data analysis tools
8. Macros, templates, and styles

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Employ data analysis tools such as PivotTables, Pivot charts, trendlines, queries, and connections.
2. Apply advanced formulas and functions to calculate outcomes.
3. Create macros and templates to automate spreadsheet functions.
4. Perform data validation.
5. Format data and spreadsheets to present to different audiences.
6. Link multiple worksheets and workbooks.
7. Integrate spreadsheets with other programs.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Methods may include but are not limited to:

1. Examinations
2. Assignments
3. Projects

G. RCTC CORE OUTCOME(S) ADDRESSED:

Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

H. SPECIAL INFORMATION (if any): None