

**HIBBING COMMUNITY COLLEGE
COURSE OUTLINE**

COURSE NUMBER & TITLE: CAPP 1521: Advanced Spreadsheet Applications

CREDITS: 1 (0 Lec / 1 Lab)

PREREQUISITES: CAPP 1520: Spreadsheet Applications

CATALOG DESCRIPTION:

Advanced Spreadsheet Applications continues with the spreadsheet software used to analyze financial data. Topics include advanced formatting and functions within a worksheet, database management within a spreadsheet, what-if analysis, and extensive use of multiple worksheets, charts and maps, and setting range variables.

OUTLINE OF MAJOR CONTENT AREAS:

- I. Advanced Formatting Techniques
- II. Advanced Functions and Formulas
- III. Working with Tables and Data Features
- IV. Summarizing and Consolidating Data
- V. Using Data analysis features
- VI. Protecting and Sharing Multiple worksheets and workbooks
- VII. Importing, Exporting and Distributing Data

COURSE GOALS/OBJECTIVES/OUTCOMES:

Students will

1. explain and demonstrate advanced formatting techniques.
2. define and demonstrate advanced functions and formulas.
3. demonstrate working with tables and data features.
4. demonstrate summarizing and consolidating data.
5. demonstrate using Data Analysis features.
6. explain and identify protecting and sharing workbooks.
7. explain and demonstrate importing, exporting, and distributing data.

MNTC GOALS AND COMPETENCIES MET:

N/A

HCC COMPETENCIES MET:

Working Productively and Cooperatively
Communicating Clearly and Effectively
Thinking Creatively and Critically

STUDENT CONTRIBUTIONS:

Students are expected to attend all lectures and working sessions, participate and contribute to class discussions, complete all assignments on time and request assistance when needed. Students should spend at least four (4) hours per week preparing for class. Attendance is critical in this class.

STUDENT ASSESSMENT SHALL TAKE PLACE USING INSTRUMENTS SELECTED/DEVELOPED BY THE COURSE INSTRUCTOR.

SPECIAL INFORMATION: (SPECIAL FEES, DIRECTIVES ON HAZARDOUS MATERIALS, ETC.)

Textbook: As directed by Instructor. Handouts and other materials are provided in class.

AASC APPROVAL DATE: March 25, 2015

REVIEW DATE: March 2020

CAPP 15210:so
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