# Minnesota State University Moorhead

## CSIS 104: Spreadsheet and Database Applications

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

A brief review of Windows, word processing and presentation software.  In-depth coverage of a spreadsheet and a database management system as used in a business setting.  Familiarity with Windows and word processing is required.

### B. COURSE EFFECTIVE DATES:  04/11/2001 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Computer  concepts.
2. Windows.
3. Microsoft Office fundamentals.
4. Microsoft Excel.
5. Microsoft Access.

### D. LEARNING OUTCOMES (General)

1. Use a Windows personal computer in a networked environment.
2. Use Microsoft Excel, including
   formulas with absolute/relative/named/3-dimensional/linked-sheet references
   functions (math, statistical, financial, lookup, logical, text)
   data presentation (charting and formatting)
   data list management
   pivot tables and charts
   formula auditing
   problem solving (what if analysis, goal seeking, solver)
   data import/export
   macros
   templates
   collaboration
3. Use Microsoft Access, including
   database design issues (keys, relationships, data types)
   queries
   reports
   forms

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

None

**F. LEARNER OUTCOMES ASSESSMENT**

    As noted on course syllabus

**G. SPECIAL INFORMATION**

    None noted