# 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

 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