ROCHESTER COMMUNITY AND TECHNICAL COLLEGE
COMMON COURSE OUTLINE

Course discipline/number/title: AOP 1360: Microsoft Excel

A.   CATALOG DESCRIPTION
1. **Credits: 3**
2. **Hours/Week: 3**
3. **Prerequisites (Course discipline/number):** None
4. **Other requirements**: None
5. **MnTC Goals (if any):** NA

B.   COURSE DESCRIPTION: This course will introduce the student to basic and intermediate Microsoft Excel skills. Students will create worksheets and workbooks, utilize basic formulas and functions, format worksheets into easy-to-read reports, and visually represent data using charting and design tools. Beginning data analysis tools will be covered as well.

C.   DATE LAST REVISED (Month, year): February, 2025

D.   OUTLINE OF MAJOR CONTENT AREAS:
1. Fundamentals of Microsoft Excel
2. Data entry
3. Workbook, worksheets, and data formatting
4. Basic formulas and functions
5. Create and utilize templates
6. Workbook linking
7. Charting
8. Reorder and summarize data
9. Beginning data analysis tools

E.   LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Describe spreadsheet software usage/applications
2. Create workbook and worksheets
3. Insert and format visual data objects
4. Format worksheets to present data in a clear and concise manner
5. Compute basic calculations utilizing functions and formulas
6. Import and export data
7. Print and save workbooks

F.   LEARNING OUTCOMES (MNTC): NA

G.   METHODS FOR EVALUATION OF STUDENT LEARNING: Methods may include but are not limited to:
1. Examinations
2. Assignments
3. Projects

H.   RCTC CORE OUTCOME(S). This course contributes to meeting the following RCTC Core Outcome(s):
Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I.   SPECIAL INFORMATION (if any): None