A. **Course Description**
   - **Credits:** 3.00
   - **Lecture Hours/Week:** 3.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **Prerequisites:** None
   - **Corequisites:** None
   - **MnTC Goals:** None

   This course covers training in the preparation for students to take the Microsoft Office Specialist Exam for Excel.

B. **Course Effective Dates:** 7/1/16 – Present

C. **Outline of Major Content Areas**
   As noted on course syllabus

D. **Learning Outcomes**
   1. Calculate, transform, and import data into workbooks.
   2. Configure content for collaboration.
   3. Create, modify, and format charts.
   5. Format cells and ranges and modify text.
   6. Manipulate, filter, calculate, transform and sort data in worksheets.
   7. Navigate and format within worksheets and workbooks.
   8. Summarize data visually; Create, modify, and format tables.

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

F. **Learner Outcomes Assessment**
   As noted on course syllabus

G. **Special Information**
   None noted