

Minnesota Articulated College Credit (ACC) Agreement

www.CTEcreditMn.com

Agreement Name: **Excel I**

Agreement Last Reviewed: **October 2022**

Next Review Date: **October 2024**

College Courses				
Class	Title	School	Credits	
ACCT 1306	Spreadsheets	Dakota County Technical College	2.0	of 3.0
COMP 1135	Spreadsheet Applications	Minnesota State College Southeast	1.0	of 1.0
AGRI 1520	Computers in Agriculture	Ridgewater College	3.0	of 3.0
ADS 1053	Excel	Ridgewater College	3.0	of 3.0
AOP 1360	Microsoft Excel	Rochester Community & Technical College	3.0	of 3.0
COMP 1125	Spreadsheet/Database Integration	South Central College	2.0	of 4.0
OTEC 1822	Microsoft Excel	South Central College	2.0	of 4.0

Curriculum Content Objectives:

To receive credit, students will master 100% of the following content objectives:

1. Create basic worksheet
2. Work with ranges of data
3. Use the help and spell-check functions
4. Move through a worksheet and a workbook
5. Modify/insert information into a worksheet
6. Change the appearance of worksheets
7. Create printouts of worksheets
8. Use the AutoSum function
9. Identify cell ranges
10. Display worksheets showing formulas and results
11. Consolidate and link worksheets
12. Copy and move data
13. Use the AutoFill function
14. Identify absolute and relative references
15. Insert columns and rows
16. Use AutoCalculate
17. Use basic functions
18. Split the window into panes
19. Use multiple windows
20. Create multiple-sheet workbooks
21. Create macros
22. Apply the principles of business graphics

- 23. Create charts
- 24. Customize and format a chart
- 25. Use data list to filter and sort data
- 26. Create hyperlinks
- 27. Create web pages from Excel
- 28. Name cells

Software Year

☐ Excel 2016 ☐ Excel 2019 ☐ MS Office 365 ☐ Other (*Please specify*) _____

Assessments:

Students must achieve no less than 80% or B for a final grade in the high school course to receive ACC.

ACC Concept:

Through Articulated College Credit (ACC) Program, specific college curriculum content goals and assessments are embedded in participating high school career and technical education (CTE) programs as specified in this agreement. Relevant knowledge, skills, and standards are taught by qualified CTE high school instructor(s) in one or more course(s). ACC is awarded if the student meets the college equivalency standards and later enrolls in the college(s) articulated requiring the course in a specific program.