Minnesota
Articulated College Credit (ACC) Agreement
www.CTEcreditMn.com

Agreement Name: **Excel**

Agreement Last Reviewed: Fall 2024
Next Review Date: Fall 2026

College Courses

Class	Title	School	Credits	
AGRI 1520	Computers in Agriculture	Ridgewater College	3.0	of 3.0
ADS 1053	Excel	Ridgewater College	2.0	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

College	College Program(s)
Ridgewater College	• Administrative Assistant (A.A.S. 60 cr.) • Office Assistant (Diploma 32 cr.)
Rochester Community & Technical College	• Executive Office Professional (A.A.S. 60 cr.) • Administrative Office Professional (Diploma 31 cr.)
South Central College	• Administrative Office Management (A.S. 60 cr.) • Administrative Office Specialist (A.A.S. 60 cr.) • Administrative Office Specialist – Business Software (Certificate 14 cr.) • Administrative Office Specialist – Client Relations (Certificate 23 cr.) • Agribusiness Office Specialist/Manager (A.A.S. 72 cr.)

Curriculum Content Objectives
To receive credit, students will demonstrate competency in <u>ALL</u> 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 and 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 Auto-calculate
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 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.