FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: CGS 2512C

COURSE TITLE: Spreadsheet Concepts and Practices

PREREQUISITE(S): None

COREQUISITE(S): None

CONDITIONS: None

CREDIT HOURS: 3

CONTACT HOURS/WEEK: 4

CONTACT HOUR BREAKDOWN:

Lecture/Discussion: 3

Laboratory: 1

Other \_\_\_\_\_\_\_\_\_\_\_\_:

FACULTY WORKLOAD POINTS: 3.7

STANDARDIZED CLASS SIZE

ALLOCATION: 24

CATALOG COURSE DESCRIPTION:

This course is designed for individuals who wish to master and use spreadsheet software. The course is directed toward novices, first-time owners of personal or business computers, and individuals who would like to learn more about spreadsheet software and operations. Covered in the course are the history and terminology of spreadsheet software, spreadsheet design and construction, and uses of spreadsheet to solve financial prob­lems. Also covered are spreadsheet graphics, spreadsheet database, and spreadsheet automation with macros. The course requires use of computers.

SUGGESTED TEXT(S): *Benchmark Excel 2003*, Rutkowsky, N. Current Edition

EMC Paradigm Publishing

*Microsoft Office Excel 2007, Comprehensive Concepts and Techniques*. Current Edition; Shelly/Cashman/Quasney

*New Perspectives Microsoft Office 365 & Excel 2019 Comprehensive*. Carey, Patrick

ISBN: 0357025768ISBN 13: 9780357025765

SUGGESTED TEXT(S (continued): Exploring Series Microsoft Office 365 Excel 2019 Comprehensive. Poatsy, Mulbery, Davidson

ISBN-13: 978 0-13-582528-0 (with MyLabIT access code)

IMPLEMENTATION DATE: November 16, 1987

REVIEW OR MODIFICATION DATE: Fall Term, 1995 (961)

Fall Term, 2002 (20031)

Fall Term, 2007 (20081)

Fall Term, 2008 (20091) – Outline Review 2007

Fall Term, 2015 (20161) – Outline Review 14-15

Fall Term 2018 (2188) – Remove outdated IBM reference

Fall Term, 2021 (2218) – Proposal 2020-44

COURSE TOPICS CONTACT HOURS

\_\_PER TOPIC\_\_

I. History and Development of Spreadsheet Software 2

A. Four Generations of Spreadsheet Software (0.5)

B. Spreadsheet Concepts and Terminology (1)

C. Spreadsheet Software

in Windows Environment (0.5)

II. Spreadsheet Commands 3

A. Smarticons and Toolbars (1)

B. File Management Commands (0.5)

C. Cursor Movement Commands (0.5)

D. Worksheet Editing Commands (0.5)

E. Printing Commands Including

Headers, Borders, and Footers (0.5)

III. Spreadsheet Design and Construction 2

A. Steps to Spreadsheet Design (0.5)

B. Spreadsheet Appearance

Including Printing, Font

Formatting, Borders, Landscape

Mode, Compression, Fit-to-Page,

Bolding and Italics (0.5)

C. Template Construction and Use (0.5)

D. Spreadsheet Protection

and Security (0.5)

IV. Constructing Formulas 3

A. Formula Elements and

Formula Construction (1.5)

B. Cell References (0.5)

C. Arithmetic, Statistical,

and Financial Functions (1)

V. Constructing Business Spreadsheets 3

A. Using Range Names (0.5)

B. Absolute Vs Relative Vs

Mixed Cell References (0.5)

C. Labels Vs Values (0.5)

D. Global Commands and

Range Commands (0.5)

E. Financial Modeling and

Sensitivity Analysis (0.5)

F. Cumulating and Merging

Spreadsheets (0.5)

COURSE TOPICS CONTACT HOURS

\_\_PER TOPIC\_\_

VI. Installation and Operating Procedures 3

- File Management Using the Hard Disk

VII. Spreadsheet Graphing 5

A. Business Graphing Including

Creation, Naming Modification,

Titles, Legends, Viewing, Adding

& Removing From Worksheet,

Editing, Printing (3)

B. Analytical Versus

Presentation Graphics (0.5)

C. Printing and Displaying Graphics (1)

D. Exporting Graphics to

Page Layout Software (0.5)

VIII. Spreadsheet Database Techniques 8

A. Data Sorting (0.5)

B. Constructing Spreadsheet Databases (1)

C. Databases Manipulation

Including Sort, Find, Delete,

Extract, Unique, and Append (2)

D. Sorting with Primary and Secondary Keys (0.5)

E. Finding and Extracting

Database Records (2)

F. Database Statistical Functions (2)

IX. Spreadsheet Macros 9

A. Automating Spreadsheet

Operations with Macros (1)

B. Creation and Documentation

of Basic Keystroke and

Interactive Macros,

Including the Macro

Learn Function and Step Mode (2)

C. Macro Command Set (2)

D. Custom Menu Macros (2)

E. Large Screen menu Design (1)

F. Modular Macro Design (1)

X. Building Macro Libraries 3

A. Construction of Macro Libraries (1)

B. Worksheet Macro Libraries (2)

COURSE TOPICS CONTACT HOURS

\_\_PER TOPIC\_\_

XI. Future Spreadsheet Trends 4

A. Spreadsheets for Power Users (0.5)

B. Natural Language Interface

for Spreadsheet (0.5)

C. Spreadsheets and Workgroups (1)

D. Spreadsheets and FinTech (2)

XII. Laboratory Projects 15

A. Personal Finance Projects (2)

B. Accounting Projects

Including Adjusted Trial

Balance and Financial

Statements (3)

C. Business Finance Projects (3)

FinTech Project

D. Graphics Projects (2)

E. Database Projects (2)

F. Macro Projects (3)

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| **Florida State College at Jacksonville** | **Course Learning Outcomes and Assessment** |

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| **SECTION 1** | | | | | | | | | | | | | | | | | | | | | |
| Course Prefix and Number: | | | | | CGS 2512C | | | | | | | | | Semester Credit Hours (Credit): | | | | | | | 3 |
| Contact Hours (Credit/Workforce) | | | | | | |  |
| Course Title: | | | | | Spreadsheet Concepts and Practices | | | | | | | | | | | | | | | | |
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| **SECTION 2a *(To be completed for General Education courses only.)*** | | | | | | | | | | | | | | | | | | | | | |
| ***TYPE OF COURSE (Place an “X” in the box next to those that are applicable.)*** | | | | | | | | | | | | | | | | | | | | | |
|  | General Education Core (If selected, core discipline area will be identified in Section 4.) | | | | | | | | | | | | | | | | | | | | |
|  | General Education (If selected, you must also complete Section 4, Section 5, and Section 8) | | | | | | | | | | | | | | | | | | | | |
| **SECTION 2b** | | | | | | | | | | | | | | | | | | | | | |
| ***TYPE OF COURSE (Place an “X” in the box next to those that are applicable.)*** | | | | | | | | | | | | | | | | | | | | | |
|  | A.A. Elective | | | | | | | X | | A.S. Required Course | | | | | | | X | A.S. Professional Elective | | | |
|  | A.A.S. Required Course | | | | | | |  | | A.A.S. Professional Elective | | | | | | | X | Technical Certificate | | | |
|  | PSAV/Clock Hour/Workforce | | | | | | |  | | Development Education | | | | | | |  | Apprenticeship | | | |
|  | Upper Division/Bachelors | | | | | | |  | | Other: | If selected, use this space to title “other” option. | | | | | | | | | | |
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| **SECTION 3** | | | | | | | | | | | | | | | | | | | | | |
| ***INTELLECTUAL COMPETENCIES (Place an “X” in the box next to those that are applicable.)*** | | | | | | | | | | | | | | | | | | | | | |
|  | | Reading |  | Speaking | | |  | | Critical Analysis | | | |  | | | Qualitative Skills | | |  | Scientific Method of Inquiry | |
|  | | Writing |  | Listening | | |  | | Information Literacy | | | |  | | | Ethical Judgement | | |  | Working Collaboratively | |
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| **SECTION 4 *(To be completed for General Education courses only.)*** | | | | | | | | | | | | | | | | | | | | | |
| ***GENERAL EDUCATION DISCIPLINE AREA (Place an “X” in the box next to those that are applicable.)*** | | | | | | | | | | | | | | | | | | | | | |
|  | Communications | | | | |  | | | | Humanities | |  | | | Mathematics | | | | | | |
|  | Social and Behavioral Sciences | | | | | | | | | | |  | | | Natural Sciences | | | | | | |
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| **SECTION 5 *(To be completed for General Education courses only.)*** | | | | | | | | | | | | | | | | | | | | | |
| ***GENERAL EDUCATION LEARNING OUTCOME AREA (Place an “X” in the box next to those that are applicable.)*** | | | | | | | | | | | | | | | | | | | | | |
|  | Communication | | | | |  | | | | Critical Thinking | |  | | | Information Literacy | | | | | | |
|  | Scientific and Quantitative Reasoning | | | | | | | | | | |  | | | Global Sociocultural Responsibility | | | | | | |

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| **SECTION 6** | | |
| ***LEARNING OUTCOMES*** | ***TYPE OF OUTCOME***  ***(General Education, Course or Program)*** | ***METHOD OF ASSESSMENT*** |
| The student will understand the history and terminology of spreadsheets | Course | Projects/Tests |
| Demonstrate the use of spreadsheet software, spreadsheet design, and spreadsheet construction. | Course | Projects/Tests |
| Demonstrate the use of spreadsheet to solve financial problems | Course | Projects/Tests |
| Demonstrate the use of spreadsheet graphing, spreadsheet database techniques, and spreadsheet macros | Course | Projects/Tests |

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| **SECTION 6 (continued)** | | |
| ***LEARNING OUTCOMES*** | ***TYPE OF OUTCOME***  ***(General Education, Course or Program)*** | ***METHOD OF ASSESSMENT*** |
| Demonstrate an understanding of Financial Technology (FinTech) by using and/or defining key terms and acronyms correctly and by describing categories, technologies, and applications that are specific/related to FinTech. | Course | Projects/Tests |
| Complete an exercise which uses a FinTech API or application in conjunction with Excel to access data and use Excel tools to visualize the data to detect trends. | Course | Projects |

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| **SECTION 7** | | | |
| Faculty name(s): | Sebena Masline/Pamela Brauda/David Singletary | Date: | 11/5/20 |

CS20150615