## change of COURSE PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** AS ACCOUNTING TECHNOLOGY

**PROPOSEd by**: ScotT Vanselow

**PRESENTER:** ScotT Vanselow

**SUBMISSION DATE:** 1/4/2013

**CURRENT COURSE PREFIX, NUMBER AND TITLE:**

### CGS 2511 Advanced Spreadsheet ComputingSECTION I

**TYPE(S) OF COURSE CHANGE: TYPE PROPOSED CHANGE HERE FOR EACH ITEM CHECKED:**

**** lecture/lab course must have “c” / lab course must have “l”

 type new COURSE TITLE HERE

**** TYPE IN DEPARTMENT

**** FROM: CGS 1100 with a grade of “D” or higher, or equivalent proficiency TO: (CGS 1000 or CGS 1077 OR CGS 1100 or a passing score on the IC3 Key Applications exam or a qualifying score on the IC3 Fast Track exam or a computer related professional certification from the Florida department of education Statewide Articulation Agreements - Industry Certification) http://www.fldoe.org/workforce/dwdframe/artic\_indcert2aas.asp

**** sELECT MINIMUM GRADE rEQUIRED

**** LIST ALL COREQUISITES IN SEQUENTIAL ORDER

**** Click here to ENTER THE NUMBER CREDITS OR cLOCK HOURS

**** SELECT A CREDIT TYPE

**** Click here to enter CONTACT HOURS

**** SELECT GRADE MODE

****

Type your course description as you would like it to appear in the catalog and syllabus.

****

Click here to enter topic outline. Feel free to use bullets to format the outline.

****

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Student will be able to manage the worksheet environment at an advanced level.  | Projects involving shortcut keys, headers and footers, and print options. Final exam |  |
| Student will be able to create cell data at an advanced level. | Projects involving paste special, cutting, moving, and selecting cell data, AutoFill, and hyperlinks.Final exam |  |
| Student will be able to format cells and worksheets at an advanced level.  | Projects involving aligning cell content, applying formats, wrapping text, merging and splitting, creating row and column titles, hiding and unhiding, and cell styles. Final exam |  |
| Student will be able to manage worksheets and workbooks at an advanced level.  | Projects involving inserting, copying, deleting, moving, repositioning and grouping worksheets. Final exam |  |
| Student will be able to apply advanced formulas and functions.  | Projects involving operators, precedence, absolute and relative cell reference, conditional logic, ranges, auditing, financial, statistical and lookup functions, and data summary tasks. Research reportFinal exam | TIM |
| Student will be able to present data visually at an advanced level.  | Projects involving advanced chart features, data analysis, PivotTabls, and PivotCharts.Final exam |  |
| Student will be able to share worksheet data with other users and protect worksheets.  | Worksheet sharing project involving cloud computing, saving as different file types, importing and exporting XML data, restricting permissions, and tracking changes. Final exam |  |
| Student will be able to analyze and organize data by filtering, sorting, and applying conditional formatting.  | Projects involving sorting and filtering.Quantitative reasoning projectFinal exam | QR |
| Student will be able to create and manipulate macros and forms.  | Projects involving running macros from multiple different places, modifying macros, and inserting form controls. Final exam |  |

### SECTION II (must complete each item below)

**ICS CODE FOR THIS COURSE:** ADVANCED AND PROFESSIONAL - 1.16.07 - COMPUTER & INFO SCIENCE

**IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):**

NA

**GRADE MODE:** STANDARD GRADING

**IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?** NO

**IS THIS A GENERAL EDUCATION COURSE?** NO

**IS THIS A WRITING INTENSIVE COURSE?** NO

**iS THIS AN HONORS COURSE?** NO

**IS THIS A REPEATABLE\* COURSE?** NO

**IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na” BELOW.**

 NA

**DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS?** NO

**WILL THESE CHANGES HAVE AN IMPACT ON OTHER COURSES, PROGRAMS OR DEPARTMENTS?**

NO

**IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS):**

 NA

**IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS AND/OR PROGRAMS) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?**

 THE COURSE IS A REQUIREMENT IN THE ACCOUNTING PROGRAM. ACCOUNTING FACULTY HAVE BEEN CONSULTED.

**DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM?**

NO

**IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE?**

eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032.

 NO

### SECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

CGS 1000 now contains enough of an introduction to spreadsheets that students could be successful in this course after taking it.

**nOTE:** Changes for the Fall 2013 Term must be submitted and approved no later than the January Curriculum Committee Meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President of Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2013

NA

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 1/3/2013

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 1/4/2013

**DEANS’ COUNCIL Review – verified by:**

 1/16/2013

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 2/11/2013

**FOR CURRICULUM COMMITTEE MEETING DATE: February 22, 2013**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents