

# Florida Department of Education Statewide Course Numbering System

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## CGS 511 - ADVANCED SPREADSHEET APPLICATIONS

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### Statewide Course Detail

**Discipline** 010  
**Discipline Title** COMPUTER SCIENCE & COMPUTING TECHNOLOGIES  
**Discipline Definition** THIS DISCIPLINE INCLUDES THE FOLLOWING PREFIXES: CAP – COMPUTER APPLICATIONS DEVELOPMENT; CDA – COMPUTER DESIGN/ARCHITECTURE; CEN – COMPUTER SOFTWARE ENGINEERING; CGS – COMPUTER GENERAL STUDIES; CIS – COMPUTER SCIENCE AND INFORMATION SYSTEMS; CNT – COMPUTER NETWORKS; COP – COMPUTER PROGRAMMING; COT – COMPUTING THEORY; CTS – COMPUTER TECHNOLOGY AND SKILLS; IDC – INTERDISCIPLINARY COMPUTING. COURSES LISTED UNDER THE CAP, CDA, CEN, CIS, CNT, COP AND COT PREFIXES ARE INTENDED FOR STUDENTS WHO ARE PURSUING DEGREE PROGRAMS. THE CGS, CTS AND IDC PREFIXES ARE USED FOR COMPUTER COURSES THAT MAY OR MAY NOT BE INTENDED FOR NON-MAJORS. COURSES USING THE COMPUTER MERELY AS A TOOL BUT NOT REQUIRING COMPUTER SKILLS PER SE SHOULD BE IDENTIFIED WITH ANOTHER DISCIPLINE OR SUBJECT.

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**Prefix** CGS  
**Prefix Title** COMPUTER GENERAL STUDIES  
**Prefix Definition** COURSES FOCUSING ON COMPUTER CONCEPTS AND APPLICATIONS THAT ARE SUITABLE FOR GENERAL AUDIENCES. MAY NOT BE SUITABLE FOR COMPUTER SCIENCE/COMPUTER ENGINEERING/INFORMATION SYSTEMS MAJORS. COURSES PROVIDE A GENERAL TOPIC OVERVIEW, AND MAY INCLUDE A VENDOR-SPECIFIC APPLICATION.

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**Century** 500-599  
**Century Title** OFFICE AUTOMATION

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**Decade** 510-519  
**Decade Title** SPREADSHEET

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**Statewide Course** 511  
**Statewide Course Title** ADVANCED SPREADSHEET APPLICATIONS  
**Status** ACTIVE  
**Transfer** GUARANTEED TRANSFER TO INSTITUTION OFFERING SAME COURSE.  
**Course Intent** LOWER

**Prerequisites** CGS -510  
**Corequisites** NONE  
**Profile Description** MACROS, TABLE LOOKUP AND DATE FUNCTIONS. LOTUS DATABASE COMMANDS, GRAPHS, WORKSHEET PROTECTION, FILE IMPORT AND EXPORT, RECALCULATION MODES, PASSWORKS, AND AUTO123 WORKSHEET.

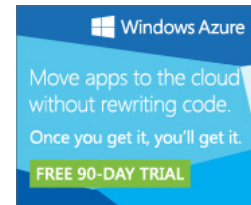
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 Last Update: 10/12/2011 Ver: 5.2.4

## Exam 77-882:

## Excel 2010

Published:	June 30, 2010
Language(s):	English
Audience(s):	Information Workers
Technology:	Microsoft Office 2010 suites
Type:	Proctored Exam

**How To Get It:** Schedule your exam through the following exam provider:

**Preparing for an Exam**

This exam validates the skills needed to be proficient in Excel 2010.

**Audience Profile**

The Core-level Microsoft Office Excel 2010 User should be able to navigate Microsoft Office Excel 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Excel 2010. The core-level user should be able to use Microsoft Office Excel 2010 to create and edit professional-looking spreadsheets for a variety of purposes and situations. Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life. Some of the roles users might take on include, but are not limited to:

- Accountants
- Clerical, Office professionals
- Consultants
- Executives/Managers
- Help desk personnel
- Instructors/Trainers
- Program/Project Managers
- Sales
- Students
- Other members of the general population

Tasks that might be undertaken or work products created by members of the Microsoft Excel 2010 Core-level User Target Audience might include, but would not be limited to:

- Charting
- Create analytical, financial, etc. reports
- Data entry
- Family budget
- Format numerical (financial, statistical, etc.) reports
- Forms
- Graphing
- Process data
- Reporting
- Technical support
- Trending

**Credit Toward Certification**

When you pass Exam 77-882: Excel 2010, you complete the requirements for the following certification(s):

Microsoft Office Specialist: Microsoft Excel 2010

**Note** This preparation guide is subject to change at any time without prior notice and at the sole discretion of Microsoft. Microsoft exams might include adaptive testing technology and simulation items. Microsoft does not identify the format in which exams are presented. Please use this preparation guide to prepare for the exam, regardless of its format.

**Skills Being Measured**

This exam measures your ability to accomplish the technical tasks listed below.

The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

**Managing the Worksheet Environment**

- Navigate through a worksheet.
  - This objective may include but is not limited to: Hot keys, name box
- Print a worksheet or workbook.
  - This objective may include but is not limited to: printing only selected worksheets, printing an entire workbook, constructing headers and footers, and applying printing options (scale, print titles, page setup, print area, gridlines)
- Personalize environment by using Backstage.
  - This objective may include but is not limited to: Manipulate the Quick Access Toolbar, manipulate the ribbon tabs and groups, manipulate Excel default settings, import data to Excel, import data from Excel, demonstrate how to manipulate workbook properties, manipulate workbook files and folders. apply different name and file formats for different uses by using save and save as features

**Creating Cell Data**

- Construct cell data.
  - This objective may include but is not limited to: using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link), and cutting, moving, and select cell data
- Apply AutoFill.
  - This objective may include but is not limited to: Copy data using AutoFill, fill series using AutoFill, copy or preserve cell format with AutoFill, select from drop-down list

- Apply and manipulate hyperlinks.
  - This objective may include but is not limited to: Create a hyperlink in a cell, modify hyperlinks, modify hyperlinked-cell attributes, remove a hyperlink

#### **Formatting Cells and Worksheets**

- Apply and modify cell formats.
  - This objective may include but is not limited to: aligning cell content, applying a number format, wrapping text in a cell, and using Format Painter
- Merge or split cells.
  - This objective may include but is not limited to: using Merge & Center, Merge Across, Merge cells, and Unmerge Cells
- Create row and column titles.
  - This objective may include but is not limited to: Print row and column headings, print rows to repeat with titles, print columns to repeat with titles, configure titles to print only on odd or even pages, configure titles to skip the first worksheet page
- Hide and unhide rows and columns.
  - This objective may include but is not limited to: Hide a column, unhide a column, hide a series of columns, hide a row, unhide a row, hide a series of rows
- Manipulate Page Setup options for worksheets.
  - This objective may include but is not limited to: Configure page orientation, manage page scaling, configure page margins, change header and footer size
- Create and apply cell styles.
  - This objective may include but is not limited to: Apply cell styles, construct new cell styles

#### **Managing Worksheets and Workbooks**

- Create and format worksheets.
  - This objective may include but is not limited to: Insert worksheets, delete worksheets, copy, reposition, copy and move, rename, grouping, apply coloring to worksheet tabs, hiding worksheet tabs, unhiding worksheet tabs
- Manipulate window views.
  - This objective may include but is not limited to: splitting window views, arranging window views, and opening a new window with contents from the current worksheet
- Manipulate workbook views.
  - This objective may include but is not limited to: using Normal, Page Layout, and Page Break workbook views, and creating custom views

#### **Applying Formulas and Functions**

- Create formulas.
  - This objective may include but is not limited to: Use basic operators, revise formulas
- Enforce precedence.
  - This objective may include but is not limited to: Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation
- Apply cell references in formulas.
  - This objective may include but is not limited to: Relative, absolute
- Apply conditional logic in a formula.
  - This objective may include but is not limited to: Create a formula with values that match your conditions, edit defined conditions in a formula, use a series of conditional logic values in a formula
- Apply named ranges in formulas.
  - This objective may include but is not limited to: Define, edit and rename a named range
- Apply cell ranges in formulas.
  - This objective may include but is not limited to: Enter a cell range definition in the formula bar, define a cell range using the mouse, define a cell range using a keyboard shortcut

#### **Presenting Data Visually**

- Create charts based on worksheet data.
- Apply and manipulate illustrations.
  - This objective may include but is not limited to: Clip Art, SmartArt, shapes, screenshots
- Create and modify images by using the Image Editor.
  - This objective may include but is not limited to: making corrections to an image (sharpen or soften an image, changing brightness and contrast), using picture color tools, and changing artistic effects on an image
- Apply Sparklines.
  - This objective may include but is not limited to: using Line, Column, and Win/Loss chart types, creating a Sparkline chart, customizing a Sparkline, formatting a Sparkline, and showing or hiding data markers

#### **Sharing worksheet data with other users**

- Share spreadsheets by using Backstage.
  - This objective may include but is not limited to: sending a worksheet via E-mail or Skydrive, changing the file type to a different version of Excel, and saving as PDF or XPS
- Manage comments.
  - This objective may include but is not limited to: inserting, viewing, editing, and deleting comments

#### **Analyzing and Organizing Data**

- Filter data.
  - This objective may include but is not limited to: Define, apply, remove, search, filter lists using AutoFilter
- Sort data.
  - This objective may include but is not limited to: using sort options (values, font color, cell color)
- Apply conditional formatting.
  - This objective may include but is not limited to: Apply conditional formatting to cells, use the Rule Manager to Apply Conditional Formats, use the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules

#### **Preparation Tools and Resources**

To help you prepare for this exam, Microsoft Learning recommends that you have hands-on experience with the product and that you use the following training resources. These training resources do not necessarily cover all of the topics listed in the "Skills Measured" tab.

#### **Learning Plans and Classroom Training**

There is no classroom training currently available.

**Microsoft E-Learning**

- [10358AE: Skills Training in Microsoft Excel 2010 \(6 Hours\)](#)

**Microsoft Press Books**

There are no Microsoft Press books currently available.

**Practice Tests**

- [MeasureUp](#)  
(Measureup.com)
- [Self Test Software](#)  
(Selftestsoftware.com)

**Have Questions?**

For advice about training and certification, connect with peers:

- [Visit the training and certification forum](#)

For questions about a specific certification, chat with a Microsoft Certified Professional (MCP):

- [Visit our MCP newsgroups](#)

To find out about recommended blogs, Web sites, and upcoming Live Meetings on popular topics, visit our community site:

- [Visit the Microsoft Learning community](#)

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## Exam 77-888:

## Excel 2010 Expert

Published:	February 22, 2011
Language(s):	English
Audience(s):	Information Workers
Technology:	Microsoft Office 2010 suites
Type:	Proctored Exam

**How To Get It:** Schedule your exam through the following exam provider:

**Preparing for an Exam**

The [Microsoft Certification](#) website and this preparation guide contain a variety of resources to help you prepare for an exam. [Preparing for and Taking an Exam — FAQ](#) provides answers to frequently asked questions about exam [registration](#), [preparation](#), [scoring](#), and [policies](#), including:

- The most effective way to prepare to take an exam.
- The relationship between Microsoft training materials and exam content.
- Microsoft policy concerning the incorporation of service pack and revision updates into exam content.
- Exam question types and formats.
- Exam time limits and number of questions asked.

We recommend that you review this preparation guide in its entirety and familiarize yourself with the FAQs and resources on the Microsoft Certification website before you schedule your exam.

**Audience Profile**

Candidates for this exam should have Expert-level Microsoft Office Excel 2010 users are able to efficiently and confidently use Excel 2010 software at the feature and functionality levels. Expert users are proficient with advanced formulas, functions, and data analysis tools. Expert users can manipulate data for analysis, presentation, and collaboration. In addition, expert users can manipulate Excel options to customize their environment to meet varying needs and enhance their productivity.

**Credit Toward Certification**

When you pass Exam 77-888: Excel 2010 Expert, you complete the requirements for the following certification(s):

Microsoft Office Specialist (MOS): Microsoft Excel 2010 Expert

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**Skills Being Measured**

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**Sharing and Maintaining Workbooks**

- Apply workbook settings, properties, and data options.
  - This objective may include but is not limited to: setting advanced properties, saving a workbook as a template, and importing and exporting XML data
- Apply protection and sharing properties to workbooks and worksheets.
  - This objective may include but is not limited to: protecting the current sheet, protecting the workbook structure, restricting permissions, and requiring a password to open a workbook
- Maintain shared workbooks.
  - This objective may include but is not limited to: merging workbooks and setting Track Changes options

**Applying Formulas and Functions**

- Audit formulas.
  - This objective may include but is not limited to: tracing formula precedents, dependents, and errors, locating invalid data or formulas, and correcting errors in formulas
- Manipulate formula options.
  - This objective may include but is not limited to: setting iterative calculation options and enabling or disabling automatic workbook calculation
- Perform data summary tasks.
  - This objective may include but is not limited to: using an array formula and using a SUMIFS function
- Apply functions in formulas.
  - This objective may include but is not limited to: finding and correcting errors in functions, applying arrays to functions, and using Statistical, Date and Time, Financial, Text, and Cube functions

**Presenting Data Visually**

- Apply advanced chart features.
  - This objective may include but is not limited to: using Trend lines, Dual axes, chart templates, and Sparklines
- Apply data analysis.
  - This objective may include but is not limited to: using automated analysis tools and performing What-If analysis
- Apply and manipulate PivotTables.
  - This objective may include but is not limited to: manipulating PivotTable data and using the slicer to filter and segment your PivotTable data in multiple layers
- Apply and manipulate PivotCharts.
  - This objective may include but is not limited to: creating, manipulating, and analyzing PivotChart data

- Demonstrate how to use the slicer.
  - This objective may include but is not limited to: choosing data sets from external data connections

#### **Working with Macros and Forms**

- Create and manipulate macros.
  - This objective may include but is not limited to: running a macro, running a macro when a workbook is opened, running a macro when a button is clicked, recording an action macro, assigning a macro to a command button, creating a custom macro button on the Quick Access Toolbar, and applying modifications to a macro
- Insert and manipulate form controls.
  - This objective may include but is not limited to: inserting form controls and setting form properties

#### **Preparation Tools and Resources**

To help you prepare for this exam, Microsoft Learning recommends that you have hands-on experience with the product and that you use the following training resources. These training resources do not necessarily cover all of the topics listed in the "Skills Measured" tab.

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2011-2012

**Florida Department of Education  
Curriculum Framework**

**Program Title:** Accounting Technology  
**Career Cluster:** Business, Management, and Administration

	AS	AAS
CIP Number	1507.010100	0507.010100
Program Type	College Credit	College Credit
Standard Length	64 credit hours	64 credit hours
CTSO	Phi Beta Lambda BPA	Phi Beta Lambda BPA
SOC Codes (all applicable)	43-3031	43-3031
Targeted Occupation List	<a href="http://www.labormarketinfo.com/wec/TargetOccupationList.htm">http://www.labormarketinfo.com/wec/TargetOccupationList.htm</a>	
Perkins Technical Skill Attainment Inventory	<a href="http://www.fldoe.org/workforce/perkins/perkins_resources.asp">http://www.fldoe.org/workforce/perkins/perkins_resources.asp</a>	

### Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as accountants, auditors, and accounting paraprofessionals in advanced professional accounting occupations in the Business, Management and Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business, Management and Administration career cluster.

The content includes but is not limited to the principles, procedures, and theories of organizing, maintaining and auditing business and financial transactions and the preparation of accompanying financial records and reports for internal and external uses.

### Program Structure

This program is a planned sequence of instruction consisting of 64 credit hours.

### Laboratory Activities

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

## **Special Notes**

### **Career and Technical Student Organization (CTSO)**

Phi Beta Lambda (Postsecondary) and Business Professionals of America (BPA) are the appropriate career and technical student organizations for providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

### **Accommodations**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary service provider. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

### **Articulation**

To be transferable statewide between institutions, this program must have been reviewed, and a "transfer value" assigned the curriculum content by the appropriate Statewide Course Numbering System discipline committee. This does not preclude institutions from developing specific articulation agreements with each other.

For details on existing articulation agreements, refer to [http://www.fldoe.org/workforce/dwdframe/artic\\_frame.asp](http://www.fldoe.org/workforce/dwdframe/artic_frame.asp).

### **Program Length**

The AS degree requires the inclusion of a minimum of 15 credits of general education coursework according to SACS, and it must be transferable according to Rule 6A-14.030 (2), F.A.C. The AAS degree requires the inclusion of a minimum of 15 credits of general education coursework according to SACS. The standard length of this program is 64 credit hours according to Rule 6A-14.030, F.A.C.

### **Certificate Programs**

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment (Rule 6A-14.030, F.A.C.). This AS/AAS degree program includes the following College Credit Certificates:

Accounting Technology Management (0507.019903) – 27 credit hours



Accounting Technology Operations (0507.010103 – 18 credit hours  
Accounting Technology Specialist (0507.010104) – 12 credit hours

Standards for the above certificate programs are contained in separate curriculum frameworks.

### **Standards**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Perform math computations.
- 02.0 Perform keyboarding/typewriting activities.
- 03.0 Perform accounting activities.
- 04.0 Perform communication activities.
- 05.0 Develop human relations skills.
- 06.0 Demonstrate appropriate grooming habits.
- 07.0 Perform job application activities.
- 08.0 Develop leadership skills.
- 09.0 Perform consumer economic activities.
- 10.0 Perform decision making activities.
- 11.0 Perform information processing activities.
- 12.0 Demonstrate managerial skills and techniques in accounting.

2011-2012

**Florida Department of Education  
Student Performance Standards**

**Program Title:** Accounting Technology  
**CIP Numbers:** 1507.010100 AS, 0507.010100 AAS  
**Program Length:** 64 credit hours  
**SOC Code(s):** 43-3031

The AS degree requires the inclusion of a minimum of 15 credits of general education coursework according to SACS, and it must be transferable according to Rule 6A-14.030 (2), F.A.C. The AAS degree requires the inclusion of a minimum of 15 credits of general education coursework according to SACS. At the completion of this program, the student will be able to:

01.0 Perform math computations. – The student will be able to:

- 01.01 Solve addition, subtraction, multiplication, and division problems manually.
- 01.02 Solve addition, subtraction, multiplication, and division problems using a calculator.
- 01.03 Solve problems involving decimals and fractions.
- 01.04 Solve problems involving percentages and discounts using a calculator.
- 01.05 Solve problems involving comparison shopping using a calculator.
- 01.06 Interpret graphs and tables.
- 01.07 Solve finance charge and annual percentage rate problems using a calculator.
- 01.08 Determine elapsed time between two events, stated in seconds, minutes, hours, days, weeks, months, or years.
- 01.09 Determine whether sufficient, insufficient, or extraneous information is given for solving a problem.
- 01.10 Solve problems involving perimeter or area of a rectangular region.
- 01.11 Solve problems involving length, width, or height.
- 01.12 Solve problems involving capacity.
- 01.13 Perform basic algebraic computations.
- 01.14 Prepare checks and stubs.
- 01.15 Endorse checks using special endorsements.
- 01.16 Prepare deposit slip and adjust checkbook.

02.0 Perform keyboarding/typewriting activities. – The student will be able to:

- 02.01 Demonstrate keyboarding/typewriting techniques.
- 02.02 Identify operative parts of keyboarding equipment.
- 02.03 Identify formatting principles.
- 02.04 Demonstrate speed and accuracy in typing straight-copy material.

03.0 Perform accounting activities. – The student will be able to:

- 03.01 Define accounting terms.
- 03.02 Classify accounts.
- 03.03 Analyze and journalize transactions for proprietorships, partnerships, and corporations.
- 03.04 Post transactions.
- 03.05 Prepare trial balance.

- 03.06 Prepare a worksheet.
  - 03.07 Analyze and/or calculate and journalize correcting, adjusting, closing, and reversing entries.
  - 03.08 Prepare financial statements: Income Statement, Owner's Equity, Balance Sheet, and Changes in Financial Position.
  - 03.09 Prepare a payroll and earnings records for employees.
  - 03.10 Record and verify cash receipts and cash reimbursements.
  - 03.11 Compute dividend distributions.
  - 03.12 Compute financial ratios.
  - 03.13 Classify cost behavior patterns as fixed or variable.
  - 03.14 Prepare a Cost of Goods Manufactured Statement.
  - 03.15 Determine methods of inventory evaluation.
  - 03.16 Identify income tax terms and forms.
  - 03.17 Calculate depreciation under Internal Revenue Service (IRS) codes and Financial Accounting Standards Board (FASB) regulations.
  - 03.18 Define and apply generally accepted accounting principles.
  - 03.19 Calculate amortization of bond premiums and discounts.
  - 03.20 Prepare a bank reconciliation.
  - 03.21 Maintain petty cash records.
  - 03.22 Interpret financial statements.
- 04.0 Perform communication activities. – The student will be able to:
- 04.01 Follow oral and written instructions.
  - 04.02 Compose business correspondence and related documents.
  - 04.03 Prepare, outline, and deliver a short oral presentation.
  - 04.04 Participate in a group discussion as a member and as a leader.
  - 04.05 Obtain appropriate information from graphics, maps, or signs.
  - 04.06 Locate and record information retrieved from written resources including current business periodicals.
  - 04.07 Annotate letters, reports, and/or news articles.
  - 04.08 Edit documents using proofreading symbols.
  - 04.09 Research and compose a document containing statistical information.
  - 04.10 Spell and define words, including business terminology.
  - 04.11 Prepare visual material to support an oral presentation.
- 05.0 Develop human relations skills. – The student will be able to:
- 05.01 Demonstrate appropriate work habits.
  - 05.02 Identify traits that promote good human relations and increase job performance.
  - 05.03 Analyze and develop written solutions to behavior problems affecting job performance.
- 06.0 Demonstrate appropriate grooming habits. – The student will be able to:
- 06.01 Identify appropriate attire and grooming for a business office.
- 07.0 Perform job application activities. – The student will be able to:
- 07.01 Identify sources of employment opportunities.
  - 07.02 Complete employment forms.

- 07.03 Classify behaviors considered to be appropriate or inappropriate in a job interview situation.
  - 07.04 Compose and type a follow-up letter.
  - 07.05 Compose and type a letter of application and a resume.
  - 07.06 Compose and type a letter of resignation.
  - 07.07 Demonstrate job interview skills.
  - 07.08 Identify methods for securing an employment reference.
- 08.0 Develop leadership skills. – The student will be able to:
- 08.01 Prepare an agenda.
  - 08.02 Demonstrate the ability to conduct an orderly meeting.
  - 08.03 Greet and introduce individuals.
- 09.0 Perform consumer economic activities. – The student will be able to:
- 09.01 Identify basic concepts of the American economic system.
  - 09.02 Identify basic types and sources of consumer credit.
- 10.0 Perform decision making activities. – The student will be able to:
- 10.01 List the steps in problem solving.
  - 10.02 Demonstrate the ability to determine the proper priority of work.
  - 10.03 Choose appropriate action in situations requiring application of business ethics.
  - 10.04 Choose appropriate action in situations requiring following a chain of command.
  - 10.05 Choose appropriate action in situations requiring effective time management.
  - 10.06 Identify ways to assign work to others.
- 11.0 Perform information processing activities. – The student will be able to:
- 11.01 Locate requested information on a computer printout.
  - 11.02 Identify accounting applications of computers in modern business.
  - 11.03 Enter accounting data into computer systems.
  - 11.04 Analyze computer output.
- 12.0 Demonstrate managerial skills and techniques in accounting. – The student will be able to:
- 12.01 Identify and apply fundamentals of management.
  - 12.02 Collect, record, and analyze accounting data to evaluate alternatives in decision making processes.
  - 12.03 Calculate and understand break-even analysis and other related topics.
  - 12.04 Identify, record, and evaluate various cost accounting systems.

# EDISON STATE COLLEGE

Division of Professional and Technical Studies  
Business and Technology

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## COMMON COURSE SYLLABUS

**PROFESSOR:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_  
**OFFICE LOCATION:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**OFFICE HOURS:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_

### I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

#### **CGS 2511 ADVANCED SPREADSHEET COMPUTING (3 CREDITS)**

This course provides the student with a detailed knowledge in the use of the most popular spreadsheet package for microcomputers. Students learn advanced programming techniques using macros, integration of interrelated spreadsheets, and advanced graphics techniques. Emphasis is placed on the student's completion of class projects in areas such as accounting and finance utilizing the various features of spreadsheet programming.

### II. PREREQUISITES FOR THIS COURSE:

CGS 1100 Microcomputer Skills or equivalent proficiency

#### CO-REQUISITES FOR THIS COURSE:

None

### III. GENERAL COURSE INFORMATION: Topic Outline.

- Introduction to Spreadsheets
- Building of a Spreadsheet
- Spreadsheet Commands
- Creating and Printing Graphs
- Creating and Using a Template
- Consolidation to a Summary Worksheet
- Database Capabilities
- Special Functions
- Macros

### IV. LEARNING OUTCOMES AND ASSESSMENT:

#### **GENERAL EDUCATION COMPETENCIES:**

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

*Communication (COM):* To communicate effectively using standard English (written or oral).

*Critical Thinking (CT):* To demonstrate skills necessary for analysis, synthesis, and evaluation.

*Technology/Information Management (TIM):* To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

*Global Socio-cultural Responsibility (GSR):* To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

*Scientific and Quantitative Reasoning (QR):* To identify and apply mathematical and scientific principles and methods.

**ADDITIONAL COURSE COMPETENCIES:**

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCIES
Apply a spreadsheet program to create, edit, format, save, and print a spreadsheet.	Students will demonstrate competency in the advanced use of the spreadsheet application software program by successfully completing one or more of the following assessments:  Homework Case studies In-class assignments Hands-on tests utilizing the specific software Objective Tests on software techniques Class presentations utilizing specific software	CT,COM,QR
Develop formulas and functions including if-then statements, and absolute and relative cell references to perform a variety of mathematical functions.		CT,COM,QR
Create,, change, and enhance a variety of graphs and charts using data in a spreadsheet for particular circumstances		CT,COM,QR
Create and manage lists of information; and sort on one or multiple fields. Use a form to view, edit, delete, and add records to a list; and apply a filter or Auto filter to records, and apply conditional formatting to the list.		TIM,QR,CT
Create a PivotTable and a PivotChart based on data in a given list.		TIM

**V. DISTRICT-WIDE POLICIES:**

**PROGRAMS FOR STUDENTS WITH DISABILITIES**

Edison State College, in accordance with the Americans with Disabilities Act and the college’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall, S-116A	(239) 489-9427
Charlotte Campus	Spatz Hall, J-101	(941) 637-5626

Collier Campus                      Student Services, M-113                      (239) 732-3104  
Hendry/Glades Ctr.                      Building A, A-123                      (863) 674-0408

**VI. REQUIREMENTS FOR THE STUDENTS:**

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

**VII. ATTENDANCE POLICY:**

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

**VIII. GRADING POLICY:**

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The "incomplete" grade ["I"] should be given only when unusual circumstances warrant. An "incomplete" is not a substitute for a "D," "F," or "W." Refer to the policy on "incomplete grades.")

**IX. REQUIRED COURSE MATERIALS:**

(In correct bibliographic format.)

**X. RESERVED MATERIALS FOR THE COURSE:**

Other special learning resources.

**XI. CLASS SCHEDULE:**

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

**XII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:**

(Which would be useful to the students in the class.)