Broward Community College
Course Outline

STATUS: A

COMMON COURSE NUMBER: CGS 1510

COURSE TITLE: Electronic Spreadsheet

CREDIT HOURS: 3

CONTACT HOURS BREAKDOWN:

Lecture/Discussion	48
Lab	
Other	
Contact Hours/Week	3

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Corequisite: None

This course provides hands-on applications with a spreadsheet software package. Through lecture and lab practices, students will develop skills that create, manipulate and utilize spreadsheets.

General Education Requirements - Associate of Arts Degree, meets Area(s):
General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES:

1. Introduction to DOS
2. Introduction to Spreadsheets
3. Labels, Edit, and Erase
4. File Commands
5. Worksheet Construction
6. Numbers, Formats, and Ranges
7. Formulas and Functions
8. Printing a Worksheet
9. Naming Ranges
10. Absolute and Relative Address Concepts
11. Manipulating Large Spreadsheets
12. Creating a Database
13. Graph Design
14. Macroprogramming
15. Import/Export Concepts

I. Course Overview:

Upon successful completion of this course, the students should be able to create, design logic, test for accuracy, and debug spreadsheet applications.

II. Units:

Unit 1. Introduction to DOS

General Outcome:

1.0 The students should be able to apply DOS to support the use of electronic spreadsheets.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

1.1 Boot DOS.

1.2 Format a diskette.

1.3 Copy a diskette.

1.4 Copy files.

1.5 Display directories.

1.6 Change active drives.

1.7 Delete selected files.

1.8 Apply wildcard symbols.

1.9 Identify the proper care and maintenance of a diskette.

Unit 2. Introduction to Spreadsheets

General Outcome:

2.0 The students should be able to demonstrate proficient use in accessing the spreadsheet program.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

2.1 Enter the worksheet area of the spreadsheet software.

2.2 Accurately use the personal computer keyboard in using spreadsheet function keys.

2.3 Demonstrate accurate use of the cursor navigation keys.

2.4 Access command menus.

2.5 View "Help" screen.

Unit 3. Labels, Edit, and Erase

General Outcome:

3.0 The students should be able to enter labels, edit, and erase.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

3.1 Create separator lines.

3.2 Enter labels left justify, center, and right justify.

3.3 Demonstrate how to repeat an entry.

3.4 Demonstrate how to edit an entry before and after it is entered into the worksheet.

3.5 Demonstrate how to erase a complete cell entry.

Unit 4. File Commands

General Outcome:

4.0 The students should be able to identify file commands and demonstrate the use of each command.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

4.1 Name a file.

4.2 Save a file.

4.3 Obtain a list of files.

4.4 Retrieve a file.

4.5 Combine files.

4.6 Delete a file.

4.7 Change the default directory.

Unit 5. Worksheet Construction

General Outcome:

5.0 The students should be able to demonstrate proficiency in applying basic worksheet construction techniques.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

5.1 Adjust column widths.

5.2 Identify default width.

5.3 Change label justification.

5.4 Demonstrate how to copy the contents of a cell.

5.5 Demonstrate how to move the contents of a cell.

5.6 Enable the protection feature for worksheet cells.

Unit 6. Numbers, Formats, and Ranges

General Outcome:

6.0 The students should be able to enter numbers, change formats, and move ranges.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

6.1 Identify the different formats for numbers.

6.2 Change the format of numbers.

6.3 Identify allowable numbers.

6.4 Enter a number in currency format.

6.5 Enter a number in comma format.

6.6 Enter a number in percent format.

6.7 Enter a number in date format.

6.8 Demonstrate how to move a range from one location to another.

Unit 7. Formulas and Functions

General Outcome:

7.0 The students should be able to enter formulas and use functions.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

7.1 Identify formula operators and the components that make up a formula.

7.2 Build a formula in a worksheet cell.

7.3 Recognize the classifications of the following functions:

- 7.3.1 Statistical
- 7.3.2 Mathematical
- 7.3.3 Financial
- 7.3.4 Date and Time
- 7.3.5 Logical

7.4 Copy a formula to other worksheet cells.

Unit 8. Printing A Worksheet

General Outcome:

8.0 The students should be able to demonstrate how to print a worksheet.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

8.1 Turn printer on/off.

8.2 Send a worksheet file to the printer.

8.3 Change print options.

- 8.3.1 Margins
- 8.3.2 Page Breaks
- 8.3.3 Blocks
- 8.3.4 Compressed print

Unit 9. Naming Ranges

General Outcome:

9.0 The students should be able to name a range.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

9.1 Name a range.

9.2 Create a table of named ranges.

9.3 Use the "GOTO" key to navigate directly to a cell range.

9.4 Delete a range name.

Unit 10. Absolute and Relative Address Concepts

General Outcome:

10.0 The students should be able to use absolute and relative addresses in formulas.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

10.1 Lock a column reference in a formula to be an absolute address.

10.2 Lock a row reference in a formula to be an absolute address.

10.3 Recognize the affect the copy function produces when copying a formula having relative addresses.

10.4 Recognize the affect the copy function produces when copying a formula having absolute addresses.

Unit 11. Manipulating Large Spreadsheets

General Outcome:

11.0 The students should be able to initiate commands designed to facilitate working with large spreadsheets.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

11.1 Change auto recalculation to manual.

11.2 Force recalculation by using the recalculation function key.

11.3 Split the screen horizontally using a window command.

11.4 Split the screen vertically using a window command.

11.5 Recognize how a large spreadsheet will be normally divided when printing the spreadsheet.

11.6 Lock row and column titles on the screen.

Unit 12. Creating a Database

General Outcome:

12.0 The students should be able to create, sort, and query a database.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

12.1 Create a database.

12.2 Sort the database.

- 12.2.1 Specify the key field that controls the sort.
- 12.2.2 Specify ascending or descending sequence.

12.3 Query a database.

- 12.3.1 Establish criteria to be used in the query.
- 12.3.2 Save data extracted by a query operation in an independent file.

Unit 13. Graph Design

General Outcome:

13.0 The students should be able to demonstrate the ability to perform graphics on the computer.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

13.1 Create and print a bar or stacked-bar graph.

13.2 Create and print a line graph.

13.3 Create and print a pie chart.

13.4 Modify graph settings:

- 13.4.1 Graph Titles
- 13.4.2 Axis Titles
- 13.4.3 Legends
- 13.4.4 Scales

Unit 14. Macroprogramming

General Outcome:

14.0 The students should be able to develop macros for a spreadsheet.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

14.1 Create a macro.

14.2 Name a macro.

14.3 Execute a macro.

14.4 Debug a macro.

14.5 Apply advanced database commands from the following classifications:

- 14.5.1 Statistical
- 14.5.2 Mathematical
- 14.5.3 Financial
- 14.5.4 Date and Time
- 14.5.5 Logical

Unit 15. Import/Export Concepts

General Outcome:

15.0 The students should be able to create spreadsheet files that can be used by other spreadsheet programs.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

15.1 Create an ASCII spreadsheet file.

15.2 Import an ASCII spreadsheet file.

15.3 Convert the ASCII file into worksheet form for use by the spreadsheet program.

Special Student Projects:

Complete seven to ten (7-10) assignments using a spreadsheet application software.