**Alabama
Department of
Postsecondary Education**

Representing the Alabama Community College System

STATEWIDE CAREER/TECHNICAL EDUCATION COURSE ARTICULATION REVIEW MINUTES

Articulation Agreement Identifier:_ CIS/DPT113 (2006-1)_____ Identifier is the postsecondary course prefix followed by Plan-of-Instruction version number (e.g.; INT 100 (2007-1)).

Applicable CIP code(s):__11.0101_____

Postsecondary course prefix, number, and title: __CIS/DPT 113 Spreadsheet Software Applications_____

Secondary Education course(s) title and number: _540203/450006 - Business Technology Applications + 540601/450031 - Business Technology Applications - Advanced_____

Initial Review: _____October 8, 2009____   ____Annual DPE Review: February 14, 2012____

Effective date:_ **Fall Semester 2011**.

Course Content Analysis (all postsecondary course objectives must be sufficiently addressed in the secondary courses):
Notes:

1 **Skills and knowledge contained in the postsecondary course objectives must be present in the corresponding secondary objectives for a "match" to occur.**
2. **Postsecondary and Secondary objectives must reflect similar content and performance levels before the course articulation agreement will be recommended to the TEDAC Oversight Committee.**
3. **More than one Secondary Course may be used in order to articulate to a Postsecondary course.**

Postsecondary Course Objectives	Secondary Objectives and Location(s)	TEDAC Comments
MODULE A – COMPUTER ESSENTIALS **Competency:** A1.0 Explain the system and hardware associated with spreadsheet applications. **Performance Objective –** None **Learning Objectives:** A1.1.1 Define terms associated with the computer system. A1.1.2 Explain the function of hardware devices. A1.1.3 Identify elements of the graphical user interface. A1.1.4 Explain the process of launching and exiting programs. A1.1.5 Explain various methods of file management. **MODULE B – INTRODUCTION TO SPREADSHEETS** **Competency:** B1.0 Create basic spreadsheets. **Performance Objective:** B1.1 Use specified features to create basic spreadsheets. **Learning Objectives:** B1.1.1 Define terms associated with spreadsheets. B1.1.2 Identify parts of the spreadsheet window. B1.1.3 Explain the importance of planning the spreadsheet. B1.1.4 State various techniques for entering data in a cell. B1.1.5 Explain the process for various methods to edit data. B1.1.6 State the importance of naming and saving files. B1.1.7 State the purpose of templates and wizards. **MODULE C – WORKING WITH EXISTING SPREADSHEETS** **Competency:** C1.0 Modify existing spreadsheets. **Performance Objective:** C1.1 Use specified features to modify and save existing spreadsheets. **Learning Objectives:** C.1.1.1 Explain the process of opening existing spreadsheets. C1.1.2 Explain various techniques to navigate through spreadsheets.	**Business Technology Applications** **Unit – Spreadsheet Applications** **Content Standard(s)** 6. Utilize spreadsheet features, including formulas, functions, sorting, and filtering data, templates, charts, and graphs in creating, editing, and printing workbooks. **Learning Objective(s)** 16. Create, edit, and print workbooks 17. Write formulas 18. Create functions 19. Sort and filter data 20. Create charts and graphs **Business Technology Applications – Advanced** **Unit – Spreadsheet Applications** **Content Standard(s)** 3. Design spreadsheets for personal and business use. 4. Apply mathematical, statistical, and logical functions to solve problems using spreadsheets. 5. Create charts and graphs to clarify data and share information. **Learning Objective(s)** 1. Utilize wizards and templates to create spreadsheets 2. Utilize various functions in spreadsheets 3. Create formulas manually and with the function wizard 4. Audit equations and troubleshoot errors 5. Formatting spreadsheets, graphs, and lists for printing	

Postsecondary Course Objectives	Secondary Objectives and Location(s)	TEDAC Comments
C1.1.3 State the purpose of selected advanced editing features.		
C1.1.4 Explain the difference between save and save as functions.		
C1.1.5 Explain the process of printing spreadsheets.		
MODULE D – FORMATTING SPREADSHEETS		
Competency:		
D1.0 Perform formatting functions associated with spreadsheets.		
Performance Objective:		
D1.1 Use selected features to format spreadsheets.		
Learning Objectives:		
D1.1.1 Describe the various formatting features common to spreadsheets.		
D1.1.2 State the function of various formatting features common to spreadsheets.		
D1.1.3 State the steps for implementing various formatting features.		
MODULE E – WORKING WITH FORMULAS AND FUNCTIONS		
Competency:		
E1.0 Use formulas and functions to enhance spreadsheets.		
Performance Objective:		
E1.1 Use selected formulas and functions to enhance spreadsheet functionality.		
Learning Objectives:		
E1.1.1 Explain the process of using different methods to create formulas.		
E1.1.2 Explain the process of entering functions.		
E1.1.3 Explain relative, absolute, and mixed cell references.		
E1.1.4 Explain various categories of spreadsheet functions.		
E1.1.5 Explain conditional formatting.		
E1.16 Explain the process for viewing and printing formulas.		
MODULE F – WORKING WITH GRAPHS AND CHARTS		
Competency:		
F1.0 Create graphs and charts.		

Postsecondary Course Objectives	Secondary Objectives and Location(s)	TEDAC Comments
Performance Objective: F1.0 Use selected features to create graphs and charts. **Learning Objectives:** F1.1.1 Define types of graphs and charts. F1.1.2 Differentiate between the uses of various types of graphs and charts. F1.1.3 Identify graph and chart data source. F1.1.4 Explain the process of implementing selected graph and chart options. F1.1.5 Explain the process of embedding a graph or chart in a spreadsheet. F1.1.6 Explain he process of creating a graph or chart as a separate spreadsheet. F1.1.7 Explain selected graphic toolbar features. F1.1.8 Explain the process of printing graphs and charts. **MODULE G – WORKING WITH LISTS AND DATA MANAGEMENT** **Competency:** G1.0 Use lists manage data within a spreadsheet. **Performance Objective:** G1.1 Use selected features to manage data using lists and database functions. **Learning Objectives:** G1.1.1 Define terms associated with lists and data management. G1.1.2 Explain the process of creating a list. G1.1.3 Explain various techniques for maintaining a list. G1.1.4 Explain the process of sorting data. G1.1.5 Explain various database functions within a list. G1.1.6 Explain the process of creating subtotals. G1.1.7 Explain pivot tables and charts. **MODULE H – CONSOLIDATING AND ORGANIZING MULTIPLE SPREADSHEETS** **Competency:**		

Postsecondary Course Objectives	Secondary Objectives and Location(s)	TEDAC Comments
H1.0 Consolidate and organize multiple spreadsheets. **Performance Objective:** H1.1 Use selected features to consolidate and organize multiple spreadsheets. **Learning Objectives:** H1.1.1 Explain consolidating data. H1.1.2 Explain how to add 3-D references to formulas and functions. H1.1.3 Explain the process of grouping spreadsheets. H1.1.4 Explain the process of linking spreadsheet files. **MODULE I – AUDITING, COLLABORATION, AND TEMPLATES** **Competency:** I1.0 Audit, collaborate and create templates. **Performance Objective:** I1.1 Use selected features for auditing, collaborating, and creating templates. **Learning Objectives:** I1.1.1 Explain the process of auditing formulas and functions. I1.1.2 Explain the use of various collaboration tools for enhancing and managing data within a spreadsheet. I1.1.3 Explain the process of creating and using templates.		