

BOTE 247 – Spreadsheet Applications

3 Credits

Course Description: Intermediate and advanced use of application software for creation of spreadsheets, graphs, slide shows, databases and macros. Integration with other software application is also reviewed. Prerequisites: none, but previous computer knowledge is preferred.

Course Objectives:

Students are expected to:

- Create and manage information using computer technology.
- Understand, organize, and apply the fundamentals of Microsoft Excel 2010.
- Apply concepts learned to independent challenge problems.
- Demonstrate a working knowledge of Microsoft Excel 2010.
- Solve problems by hands on training through projects.
- Create spreadsheets for business use as well as personal use.

Instructor: Kayla O'Toole

Office: Online

Office Hours: Use the eMail tool within the online course to communicate with the instructor. Course eMail messages will be checked daily, Monday through Friday. If you have a technical problem, contact the Distance Education office by calling 1-701-228-5479 or 1-888-918-5623 (toll-free).

Email: Use online course eMail tool.

Class Schedule: Online

Textbooks: *Reding, Elizabeth and Wermers, Lynn. Microsoft Excel 2010 Complete. Illustrated Series. Cengage Learning. ISBN: 978-0-538-74713-4.* Students will also need to have Microsoft Excel 2010.

Course Requirements:

Independent Practice: Read the chapters in the textbook that are assigned and complete the assignments that are assigned at the end of the chapters.

Assignments: Students will have Concepts Check assignments, case study assignments, projects, and discussion questions to complete.

Tests: There will be quizzes throughout the semester. Students will also have to complete a midterm and a final exam.

Tentative Course Outline:

- Week 1: Windows 7: Unit A
- Week 2: Windows 7: Unit B
- Week 3: Office 2010: Unit A
- Week 4: Excel 2010: Unit A
- Week 5: Excel 2010: Unit B
- Week 6: Excel 2010: Unit C
- Week 7: Excel 2010: Unit D
- Week 8: Excel 2010: Unit E, Midterm Exam
- Week 9: Excel 2010: Unit F
- Week 10: Excel 2010: Unit G
- Week 11: Excel 2010: Unit H
- Week 12: Excel 2010: Unit I
- Week 13: Excel 2010: Unit J
- Week 14: Excel 2010: Unit K
- Week 15: Excel 2010: Unit L
- Week 16: Excel 2010: Unit M, Final Exam

Relationship to Campus Theme:

Microsoft Excel is a software program that students will use for various situations including nature, business, health, or science. Workbooks will be created to store data and to create charts. This class will help students understand the importance of having technology in their lives and it will show them how they can use it in everyday situations.

Classroom Policies:

- This course uses a combination of instructional formats including lecture notes, discussion, and electronic communication. The lecture notes are not a substitute for reading the text, and all reading assignments need to be completed.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted to the Assignment Dropbox. Assignments that are late will have points deducted accordingly.
- Incompletes are handled according to the campus policy.

Evaluation:

Grading Method : Your final grade is determined by totaling the points you earn. Each assignment, Quiz, Test, project, and Discussion Post is worth a set number of points.

Grading : Grades will be calculated by dividing the points earned by the total points possible. The letter grade is based on the following criteria:

A=90-100

B=80-89

C=70-79

D=60-69

Academic Integrity: The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that

Students are responsible for submitting their own work. Student work must not be plagiarized

Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization

To learn how to avoid plagiarism in your work, review the website from Purdue University, [Is It Plagiarism Yet?](#)

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the [Student Handbook](#) on pages 18, 19, and 37

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.