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 2013.
- Apply concepts learned to independent challenge problems.
- Demonstrate a working knowledge of Microsoft Excel 2013.
- 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: *Gaskin, Vargas, Geoghan. Go! With Microsoft Excel 2013 Comprehensive. Pearson. ISBN: 978-0-13-341733-3.* Students will also need to have Microsoft Excel 2013.

Course Requirements:

Independent Practice: Read and work through the chapters in the textbook that are assigned and complete the required projects that are assigned at the end of the chapters.

Assignments: Students will have assignments throughout the chapter and projects at the end of the each chapter.

Tests: There will be a quiz after every chapter throughout the semester. Students will also have to complete a midterm and a final exam.

Tentative Course Outline:

- Introduction to Microsoft Office 2013
- Creating a Worksheet and Charting Data
- Using Functions, Creating Tables, and Managing Large Workbooks
- Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
- Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets
- Managing Large Workbooks and Using Advanced Sorting and Filtering
- Creating Charts, Diagrams, and Templates
- Creating PivotTable and PivotChart Reports and Business Intelligence
- Using the Data Analysis, Solver, and Scenario Features
- Using Macros, Forms, and Visual Basic for Applications
- External Data, Database Functions, and Side-by-Side Tables
- Collaborating with Others and Preparing a Workbook for Distribution

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 is 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 video introduction to the projects, PowerPoint lectures with audio and electronic communication.
- 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, text and project 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.