BOTE 247 Spreadsheet Applications
Spring Semester 2014

Course Description: Intermediate and advanced use of application software for creation of spreadsheets, graphs, slide shows, databases, and macros. Integration with other software applications is also reviewed.

Course Objectives:

- ⇒ To teach the fundamentals of Microsoft Excel 2013.
- ⇒ To expose students to practical examples of the computer as a useful tool.
- ⇒ To acquaint students with the proper procedures to plan, create, edit and analyze worksheets suitable for coursework, professional purposes, and personal use. To help students discover the underlying functionality of Microsoft Excel 2013 so that they can become more productive.
- ⇒ To develop an exercise-oriented approach that allows learning by doing
- ⇒ To encourage independent study

Instructor: Colette Schimetz
Office: Thatcher Hall 207
Office Hours: MWF 1:00 PM to 4:00 PM
TuTh 11:00 AM to 1:00 PM
Phone: 701-228-5444
Email: colette.schimetz@dakotacollege.edu

Lecture/Lab Schedule: TuTh 9:30 AM to 10:45 AM
Thatcher Hall 212

Textbook(s): ***Benchmark Series Microsoft Excel 2013*** **ISBN 978-0-76384-313-7**

Course Requirements: Students are required to complete all class activities. Attendance is required. Each student should have a USB drive to save files for the class. Quizzes and test may not be made up unless arrangements are made with the instructor prior to class time. Emergencies and excused absences will be handled on an individual bases. Bring your textbook, USB, and writing tools to class each day.

Grading and Evaluation Criteria: Tests will comprise 60% of your grade. Tests will be both production and objective, i.e. multiple choices, true/false, and short answer.

The formula for grades is as follows:
A=90 and above
B= 89-80
C= 79-70
D= 69-60
F= 59 and below

Tentative Course Outline:

- ⇒ Preparing and Formatting a Worksheet
  - Creating a Worksheet
  - Inserting Formulas in a Worksheet
  - Formatting and Enhancing a Worksheet
  - Planning a Worksheet
- ⇒ Enhancing the Display of Workbooks

- Moving Data within and between Workbooks
- Maintaining Workbooks
- Creating Charts in Excel
- Adding Visual Interest using images, SmartArt and Diagrams

⇒ Advanced Formatting, Formulas, and Data Management
- Advanced Formatting Techniques
- Advanced Functions and Formulas
- Working with Tables and Data Features
- Summarizing and Consolidating Data

⇒ Managing and Integrating Data and the Excel Environment
- Using Data Analysis Features
- Protecting and Sharing Workbooks
- Automating Repetitive Tasks
- Importing, Exporting, and Distributing Data

Relationship to Campus Theme: At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

Classroom Policies: Class participation is required and this means that students will be working on assigned projects during class not browsing the internet or chatting or playing games. Anyone caught doing this may be asked to leave. Arriving late, leaving early, talking and texting are distracting to the instructor and other students. Texting and cell phone use during class is not permitted. If you receive a phone call that you must take, quietly leave the room to take the call and return when you are finished.

Academic Integrity: Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19) Students will receive no credit for work that fails to meet standards of academic integrity. **The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.**

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.