Course Prefix/Number/Title: BOTE 247 – Spreadsheet Applications

Number of Credits: 3 semester 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.

Pre-/Co-requisites: None

Course Objectives:

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

Instructor: Trisha Haman

Office: Dakota College Downtown, 120 East Burdick Expressway - Minot

Office Hours: Virtual or office appointments available M-F, as needed

Phone: 701-858-3313

Email: trisha.haman@dakotacollege.edu

Lecture/Lab Schedule: Online

Textbook(s): Go! With Microsoft Office 365, Excel 2021 Comprehensive/Gaskin/Vargas/ Pearson / ISBN-13: 9780137602292/ Book Only. Students will also need the Microsoft Office 365 Suite.
A textbook is mandatory for each student.

Course Requirements: Grades will be calculated by dividing total points earned by total points available. You will need access to a desktop or laptop computer to take this class. You cannot use a phone, tablet or Chromebook to take this class.

Tentative Course Outline:

Microsoft Office Features and Windows File Management
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
Creating PivotTables and PivotCharts
Managing Large Workbooks and Using Advanced Sorting and Filtering
Creating Charts, Diagrams, and Templates
Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets
Use the Data Analysis, Solver, and Scenario Features, and Building Complex Formulas

Using Macros and Visual Basic for Applications
External Data, Database Functions, Side-by-Side Tables, & Workbook Distribution and Collaboration

Grading Scale: • A = 90-100% • B = 80-89% • C = 70-79% • D = 60-69% • F = 0-59%

General Education Competency/Learning Outcome(s) <u>OR</u> CTE Competency/Department Learning Outcome(s): CTE Competency 1: Employ industry-specific skills in preparation for workplace readiness. CTE Competency 2: : Employ management of information procedure.

Relationship to Campus Focus: The course focuses on knowledge and application of technology.

Classroom Policies:

- Students are required to complete all class activities.
- Regular participation and interatction is expected. This includes completing the assigned work, interacting with your classmates, and responding to emails from the instructor in a timely manner.
- The course "week" runs Monday starting at 12:00am through Sunday at 11:59pm. All work for the week is due at 11:59pm on Sunday.

Student Email Policy:
Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:
According to the DCB Student Handbook, 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. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:
Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:
Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	- Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. - Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. - In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	- Determine if the use of generative AI could enhance student learning in any assignment of project. - Clearly indicate in all course syllabi if generative AI is allowable for any academic work. - If allowable, give specific parameters for how and when generative AI may be used. - If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.