

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

Number of Credits: 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.

Pre-/Co-requisites: None

Course Objectives:

- Create and manage information using computer technology.
- Understand, organize, and apply the fundamentals of Microsoft Excel 2019.
- Apply concepts learned to independent challenge problems.
- Demonstrate a working knowledge of Microsoft Excel 2019.
- Solve problems by hands on training through projects.
- Create spreadsheets for business use as well as personal use.

Instructor: Mrs. Kayla O'Toole

Office: Thatcher Hall, Room 203

Office Hours: By Appointment

Phone: 701-228-5479

Email: kayla.otoole@dakotacollege.edu

Lecture/Lab Schedule: Online

Textbook(s): Go! With Microsoft Office 365, Excel 2019 Comprehensive/Gaskin/Vargas/ Pearson / ISBN-13: 9780135442685/ Book Only. Students will also need the Microsoft 2019/Office 365 Suite (the suite is free for all DCB students).

Course Requirements: Instruction procedures include lecture, class discussion and participation, individual assistance and tests. 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 your phone or tablet to take this class.

Grading Scale:

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

Tentative Course Outline:

- Microsoft Office Features and Windows 10 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, and Workbook Distribution and Collaboration

| <i>Week</i> | <i>Date</i> | <i>Topic</i> |
|----------------|-----------------|---|
| <i>Week 1</i> | Jan. 11-19 | Intro Forum/Syllabus/Syllabus Quiz |
| <i>Week 2</i> | Jan. 19-25 | Microsoft Office and Windows – Intro to MS Office |
| <i>Week 3</i> | Jan. 26-Feb. 1 | Excel Ch. 1 |
| <i>Week 4</i> | Feb. 2-8 | Excel Ch. 2 |
| <i>Week 5</i> | Feb. 9-15 | Excel Ch. 3 |
| <i>Week 6</i> | Feb. 16-22 | Excel Ch. 4 |
| <i>Week 7</i> | Feb. 22-Mar. 1 | Midterm Exam and Project |
| <i>Week 8</i> | Mar. 2-8 | Excel Ch. 5 |
| <i>Week 9</i> | Mar. 9-15 | Excel Ch. 6 |
| <i>Week 10</i> | Mar. 16-22 | Spring Break |
| <i>Week 11</i> | Mar. 23-Mar. 29 | Excel Ch. 7 |
| <i>Week 12</i> | Mar. 30-Apr. 5 | Easter Break |
| <i>Week 13</i> | Apr. 6-12 | Excel Ch. 8 |
| <i>Week 14</i> | Apr. 13-19 | Excel Ch. 9 |
| <i>Week 15</i> | Apr. 20-26 | Excel Ch. 10 |
| <i>Week 16</i> | Apr. 27-May 10 | Final Exam and Final Project |
| <i>Week 17</i> | | |

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry specific skills in preparation for workplace readiness.

Relationship to Campus Focus: 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:

- Students are required to complete all class activities.
- Cheating will result in the automatic failure of this course.
- All assignments will be submitted in Blackboard.
- Assignments that are late will have points deducted accordingly.
- Incompletes are handled according to the campus policy.

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.