

Dickinson State University

SYLLABUS - BOTE 247 - Spreadsheet Applications

Instructor - Roger Kilwein - Updated on 08/19/04

- I. **Fall Semester 2004 – 3 Credits – meets 1:2:15 - May Hall Room 7 - Tuesdays and Thursdays**
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Office Hours: Mondays – 8 to 11:00; Tuesdays– 8 to 9 a.m. and 10:00 to 11:00.; Wednesdays – 8 to 9 a.m. and 10:00 to 11:00.; Thursdays - 8 to 9 a.m. and 10:00 to 11:00.; and Fridays – 9 to 10 a.m.
Course Text: Exploring Microsoft Excel 2002 by Robert T. Grauer & Maryann Barber, published by Prentice Hall, ISBN 0-13-092435-0 (You will need one 100MB or one 250MB Iomega PC Zip Disk. Note: Room 19 and the Library only accept 250 or 750 MB disks.)

II. Course description:

Catalog description: BOTE 247 - Spreadsheet Applications – A non-programming course designed to provide a broad-based introduction to spreadsheets, learning methods of data collection and manipulation. Pre-requisite: CSCI 101 – Introduction to Computers. Offered fall and spring semesters.

Further description: This course is a non-programming course designed to provide a broad introduction to spreadsheets using Microsoft Excel 2002 software.

III. Student Learning Outcomes

DICKINSON STATE UNIVERSITY MAJOR LEARNING OUTCOMES

- Students will demonstrate critical thinking in a variety of contexts for life long learning.
- √ Students will demonstrate proficiency in communication skills in a variety of forms including the effective use of current technologies and other information resources.
- √ Students will demonstrate knowledge of national and international multiculturalism and importance of global citizenship.
- Students will demonstrate knowledge of the arts and humanities including participation I artistic activities.
- √ Students will demonstrate discipline-specific knowledge and career skills related to their field/s of study.
- Students will demonstrate knowledge of the importance of health, wellness, and maintaining a healthy lifestyle.
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BUSINESS ADMINISTRATION STUDENT OUTCOMES

- √ Learn fundamental concepts and tools of analysis in the core areas of business administration, accounting, economics, marketing and finance.
- Develop good written and oral communication skills.
- Develop analytical and critical-thinking skills necessary to make sound business and personal decisions.
- Demonstrate a working knowledge of the global environment of business and multi-cultural issues.
- √ Have significant dexterity with the use of computers and computer applications in business.
- Find work opportunities in the local, state, regional, and national labor markets.
- Take advantage of opportunities for growth within the academic environment and become a participant in intellectual and social activities sponsored by student and/or community organizations.
- Take advantage of opportunities for growth within the academic environment and become participants in intellectual and social activities organized by student and community organizations.

Accounting Major Student Learning Outcomes

- The undergraduate program in Accounting will enable students to:
- Apply the conceptual framework of financial accounting and reporting in business situations.
- Demonstrate an understanding of the various costing systems and the role cost plays in decision-making.
- Demonstrate an understanding of the federal tax laws and their application to both individuals and business entities.
- Demonstrate an understanding of auditing theories, standards and procedures.
- Demonstrate an understanding of the legal environment of business.
- Use authoritative pronouncements, professional literature and other resources to solve accounting problems.
- Demonstrate the ability to successfully write professional accounting examinations.
- Demonstrate the ability to apply technology as it impacts the accounting profession.
- Apply the standards of ethical conduct to their personal and professional lives.
- Demonstrate an understanding of the international dimensions of accounting and the business environment.
- √ Communicate accurately and effectively, both verbally and in writing, with clients, customers, co-workers, and supervisors in the workplace.
- Exhibit a desire for professional growth and improvement of performance as a professional accountant.
- √ Plan and prepare for employment and career advancement.

Associate of Applied Science – Office Administration Student Outcomes

- The undergraduate program in Office Administration will enable students to:
- Manifest a comprehensive knowledge of administrative support tasks.
- √ Communicate accurately and effectively, both verbally and in writing, with clients, customers, co-workers, and supervisors in the workplace.
- Develop procedures for incoming and outgoing communications in a business environment.
- Demonstrate proficiency to information processing systems that include word processing, database, spreadsheets, and desktop publishing.
- Demonstrate an understanding, and an effective use of telecommunications.
- Demonstrate the ability to manage time and multiple tasks.
- Successfully complete an internship in a specific concentration area.
- √ Plan and prepare for employment and career advancement.

Business Education Major Student Outcomes

- The undergraduate program in Business Education will enable students to:
- Manifest a comprehensive knowledge of Business Education subject areas appropriate for the secondary school level.
- Express knowledge of learning theory through planning, teaching, and interaction with Business Education students.
- √ Enhance the learning environment by incorporating the use of technological equipment into the Business Education classroom.
- √ Communicate accurately and effectively, both verbally and in writing, with students, colleagues, and parents/community members.
- Organize a comprehensive instructing program through effective planning.
- Effectively instruct students as indicated in the corresponding lesson plan.
- Develop and utilize various evaluative strategies and instruments for determining student achievement and instructional efficiency .
- Provide a Business Education instruction program that accommodates the special needs of each student.
- √ Organize and manage a Business Education classroom for optimal teaching and learning.
- Exhibit attitudes, actions, and behaviors indicative of a professional educator.
- Exhibit a desire for professional growth and improvement of performance in the Business Education classroom.
- Demonstrate a valuing of student diversity in backgrounds, interest, experiences, and abilities.
- Make professional decisions using a reflective approach.

Course outcomes:

Upon completion of the course the student should be able to:

- √ Understand basic spreadsheet concepts such as formatting, formulas, functions, object linking and embedding by developing and modifying spreadsheets
- √ Create, edit, and enhance spreadsheets
- √ Enhance student decision-making skills using a spreadsheet
- √ Make graphs and charts from spreadsheet information
- √ Converting data to information
- √ Create and edit macros

IV. **Course Content Outline:**

Chapter 1: Introduction to Microsoft Excel
Chapter 2: Gaining Proficiency: The WEB and Business Applications.
Chapter 3: Spreadsheets in Decision Making: What if?
Chapter 4: Graphs and Charts: Delivering a Message
Chapter 5: Consolidating Data: 3 - D Workbooks and File Linking
Chapter 6: A Financial Forecast: Workgroups, Auditing, and Templates
Chapter 7: List and Data Management: Converting Data to Information
Chapter 8: Automating Repetitive Tasks: Macros and Visual Basic for Applications

V. **Teaching strategies:**

The instructor will use Microsoft Excel to present the information needed for each chapter and answer any questions. The students then use excel to complete assigned work. All assignments, attendance records, and grading records are posted on: <http://www2.dsu.nodak.edu/users/rkilwein/>

VI. **Assessment of students performance in the course according to established rubrics as they relate to student learning outcomes:**

Assignments: Chapter assignments will be posted on the web. <http://www2.dsu.nodak.edu/users/rkilwein/> All assignments must be turned in no later than the beginning of class one class day past the due date. Extensions will not be allowed except for school excused events such as athletics and other school events for which you are participating and illness documented by a doctor's excuse. Assignments must be your own original work. Copying or imitating the work of other students is a serious violation of academic integrity. A summary of points earned for assignments will be posted on the class web page. Because some assignments and projects may be distributed and collected electronically, you need to understand the concept of and sending attachments by email.

Attendance: Regular attendance is critical to success in this course. Roll will be taken each class period and 1 point will be added to your total points. On days that we tour a business as part of the learning community, attendance will count 5 points. You will receive 1 point if you miss for a school function in which you are participating or for a doctor's excuse.

Exams: An exam will be given at the end of each chapter except for chapter 1. Also, there will be a midterm exam and a final exam.

Quizzes: No make-up exams will be allowed except for school excused events such as athletics and other school events for which you are participating and illness documented by a doctor's excuse.

Grading of points: Points from assignments, attendance, and exams will be totaled and graded on the scale of A= 94%, B=85%, C=70%, D=60%, F=below 60%.

Final Exam: The final exam will be given at 2 p.m. on Monday, December 15, 2003.