

# **BOTE 247 - Computer Applications in Business**

## **Course Syllabus**

### **Fall Semester 2000**

**Call #:** 04669; **Class Meetings:** 1:00 p.m. – 2:15p.m.; Tues. & Thurs.; **Room:** May 7; **Credits Hrs.:** 3

**Instructor:** Roger Kilwein

**Office Hours:** [Schedule](#)

**Office Phone:** 483-2118

**Email:** [My Email](#)

**Web Site:** [Spreadsheet Applications Homepage](#)

**Course Materials:** 1. [Exploring Microsoft Excel 2000](#) by Robert T. Grauer & Maryann Barber, published by Prentice Hall, ISBN 0-13-011108-2

2. One 100MB Iomega PC-100 Zip Disk

**Course Description:** **Catalog description: BOTE 247 - Spreadsheet Applications - Uses spreadsheet and database software to organize and manipulate information through the creation of spreadsheets, graphs, and databases. Fall, Spring**

**Further description:** This course is a non-programming course designed to provide a broad introduction to spreadsheets using Microsoft Excel '2000 software.

**Course Goal:** The student will develop a basic understanding of spreadsheet concepts such as formatting, formulas, functions, object linking and embedding by developing and modifying spreadsheets.

**Student Outcome:** The student should be able to create, modify, and enhance spreadsheets.

#### **Course Content:**

Chapter 1: Introduction to Microsoft Excel

Chapter 2: Gaining Proficiency: Editing and Formatting, and Isolating Assumptions.

Chapter 3: Spreadsheets in Decision Making: What if?

Chapter 4: Graphs and Charts: Delivering a Message

Chapter 5: List and Data Management: Converting Data to Information

Chapter 6: Consolidating Data: 3D Workbooks and File Linking

Chapter 7: Automating Repetitive Tasks: Macros and Visual Basic

Chapter 8: The Expert User: Workgroups, Auditing, and Templates.

**Teaching Strategies:** The instructor will present each chapter before the students work on the assignment. A quiz will be given at the end of each chapter except for chapter 1. A comprehensive final will be given at 2:00 p.m. on Thursday, December 21, 2000.

**Student Assessment:** Points will be assigned to each assignment and to each exam. These points will be totaled and graded on the scale of A= 94%, B=85%, C=70%, D=60%, F=below 60%.

**E-mail Account:** All students must have an email account. All students are expected to check their email accounts daily (weekends excluded) for messages relating to this course.

**Assignments:** All assignments will be posted on the class web page and/or sent via email. Assignments and projects may be distributed and collected electronically. The student will need to understand the concept of and sending attachments to the instructor. Students will be allowed to hand in only one assignment per project.

**Course Policies:**

You may use your home and/or office computer for assignments, but you must use MS Excel 2000 to do your assignments.

Regular attendance is critical to success in this course. Some of the material that will be presented will not be readily available elsewhere.

All assignments must be turned in no later than the beginning of class on 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.

No make-up quizzes will be given except for school excused events such as athletics and other school events for which you are participating and illness documented by a doctors excuse.

Assignments must be your own original work. Copying or imitating the work of other students is a serious violation of academic integrity.

Please adhere to all DSU regulations in the classroom including no eating, or drinking.

Checking your E-mail, on-line chatting or playing on or off-line games during class is strictly prohibited. Offenses will reflect in your final grade.