Fall 9-2004

CRT 180T.02: Spreadsheets

Lisa M. Swallow
University of Montana - Missoula, lisa.swallow@mso.umt.edu

THE UNIVERSITY OF MONTANABMISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT

COURSE SYLLABUS

COURSE NUMBER AND TITLE: CRT 180T, SPREADSHEETS

DATE REVISED: Fall 2004

SEMESTER CREDITS: 3

CONTACT HOURS PER SEMESTER:
Lecture hours per week: 2
Lab hours per week: 2

PREREQUISITES: CRT 101 or CRT 103T *and* MAT 100T or MAT110T

FACULTY:
Lisa Swallow
Lisa.Swallow@umontana.edu
243-7810
Office: AD11
Office Hours: 11-12 T/TH, 1-2 MW and by appointment

RELATIONSHIP TO PROGRAM(S):
Use of technology to compile and analyze data, and to make decisions using Microsoft Excel software in order to accomplish various business tasks. Skill development using spreadsheets; emphasis is on business problem-solving as well as format and design of applications. This class is utilized to prepare graduates for using spreadsheets in a variety of entry-level business positions.

COURSE DESCRIPTION: Emphasis on the use of the spreadsheet, graphics, and database to solve quantitative business problems using Microsoft Excel XP.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will be able to:

1. Create, format, modify and print workbooks by entering, correcting, and editing data.

2. Use the toolbars and icons to perform spreadsheets tasks.

3. Design, create and print charts.

4. Develop, sort, query and manage databases.

5. Select functions to evaluate business problems.

6. Design spreadsheets to solve technical problems.

7. Link workbooks and worksheets.

8. Distinguish when to use relative vs. absolute referencing.

SUPPLIES: Two - 3 2" high density diskette (required)

COURSE OUTLINE:

I. Introduction to EXCEL
   A. Mathematical operators
   B. Cell Ranges
   C. Copy Command
   D. Move Command
   E. Formatting
   F. Financial Forecast
   G. Series
   H. Relative vs. Absolute

II. Worksheet Basics
   A. Formulas
   B. Links
   C. Entitling workbooks
   D. Footers
   E. Page Setups
   F. Mathematical Computations
   G. Rules for setting up spreadsheets
   H. Insert comments

III. Charts
   A. Different types
   B. Rules
   C. Special features
   D. Diagrams

IV. Functions
   A. Definitions
   B. Statistical
   C. Mathematical
   D. Logical
   E. Financial

V. Databases and Lists
   A. Auto filtering
   B. Advanced filtering
   C. Formatting

VI. Linking
   A. Worksheets
   A. Workbooks

VII. Analyze business problems and prepare spreadsheets to analyze, compile and present solutions and what-if analysis.

COURSE STRUCTURE:
You are expected to come to class. The class is designed so that each unit consists of (1) new concepts introduced through in-class lecture and hands-on practice; (2) application problems reinforcing concepts and for practice using the software; (3) an end of unit test. There is substantial class time given to work on applications. You will, however, be expected to work **outside of class** to complete some of the application problems.

ACCESSIBILITY:
Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator (Daniel Burke 243-4424).

BLACKBOARD SUPPLEMENTAL:
This course may use Blackboard 6.0 as an online supplement to the traditional classroom. It is located at http://umonline.umt.edu. Your user name is the cue1.umt.edu address assigned to you and found in CyberBear under Personal Information. Your password is your 6-digit date of birth. Blackboard will be used to post calendar, announcements and electronic materials.

STUDENT CONDUCT CODE: this can be found at www.umt.edu/studentsaffairs/policy/code.htm. Students are expected to practice academic honesty. Academic misconduct includes, but is not limited to plagiarism, misconduct during quizzes or exams, unauthorized possession of course materials, and facilitating academic dishonesty.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Application Problems	35%	**Grading Scale:**
Tests/final exam	65%	90 - 100 = A
		80 - 89 = B
		70 - 79 = C
		60 - 69 = D
		59 - = F

No plus/minus grades will be given in this course.

There will be 6 tests which will be taken using Excel software. There will be a written final. Test and final exam points comprise approximately 65% of your final grade.

Tests may not be made up unless prior arrangements are made. You must take the makeup test the day you return to school. **There are no exceptions to this policy. If there's a problem, call and leave a message or you have lost the chance to take that particular test**.

Throughout the session, you will have application problems. These points comprise approximately 35% of your final grade.