Course Syllabus

Welcome to the NTM 3070 course website. The following syllabus contains the course learning objectives, grading process, and assignments. Please purchase your textbook: *Microsoft Excel 2013 Bible, The Comprehensive Tutorial Resource* by John Walkenbach. The publisher is Wiley, and the ISBN number is 978-1-118-49036-5. Scan through the textbook and review or learn the information.

Instructor: Dr. Diana J. Green
Office: EH 378
Phone: 801.626.6821
E-mail: djgreen@weber.edu

GETTING STARTED
This course is a continuation of NTM 1700 or 1703.
To begin the 3070 course, please review any concepts learned in NTM 1700.
Be sure you know how to do the following:
1. Use absolutes
2. Navigate with and Create Named Ranges
3. Use date and time functions, including NOW
4. Use IF function
5. Create charts
6. Inserting sparklines
7. Create tables
8. Group worksheets

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center SSD can also arrange to provide course materials (including this syllabus) in alternative forms if necessary.

COURSE DESCRIPTION AND LEARNING OUTCOMES
At the completion of this course, you will be able to complete production tests with at least 70 percent accuracy where you are asked to perform the following spreadsheet operations:
1. Make your spreadsheet readable and attractive.
2. Create, format, enhance and print charts and tables.
3. Use more advanced functions (i.e., if, future value, lookup). Use Excel with other programs (copying, linking, embedding, and importing files).
4. Manage multiple worksheets and workbooks.
5. Create a summary report that consolidates worksheets and includes subtotals.
6. Create a database and then sort and extract records in the database.
7. Set up macros to automate repetitive tasks.
8. Set up pivot tables that allow you to analyze data from different views.
9. Use advanced data analysis tools: auditing tools, goal seek, data validation, one-and two-variable data tables, scenario manager, and solver.

ACADEMIC HONESTY
Students are expected to complete their own work. If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page and at the offices of the Vice President for Student Services and the ASWSU.

Date	Details	
Tue Sep 8, 2015	Assignment 1 Courses (https://weber.instructure.com/courses/369868/assignments/2300519)	11:59pm
	Project 1 (https://weber.instructure.com/courses/369868/assignments/2300520)	11:59pm
Tue Sep 15, 2015	Project 1 B (https://weber.instructure.com/courses/369868/assignments/2300521)	11:30pm
	Exam 1 (https://weber.instructure.com/courses/369868/assignments/2300522)	11:59pm
Tue Oct 20, 2015	Exam 2 (https://weber.instructure.com/courses/369868/assignments/2300524)	11:59pm
	Project 2A (https://weber.instructure.com/courses/369868/assignments/2300523)	11:59pm
Fri Nov 20, 2015	Last Day Fall Semester Classes (https://weber.instructure.com/calendar?event_id=628979&include_contexts=course_369868)	6pm
	Last Day to take Late Exams (https://weber.instructure.com/calendar?event_id=628978&include_contexts=course_369868)	6pm
Tue Nov 24, 2015		

Exam 3 (https://weber.instructure.com/courses/369868/assignments/2300526) 11:59pm

Project 3 (https://weber.instructure.com/courses/369868/assignments/2300525) 11:59pm