

# Course Syllabus NTM 3070 Advanced Spreadsheets

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.

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## 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 May 19, 2015	<a href="#">Assignment 1 Courses</a> <a href="#">Project 1</a>	due by 11:59pm due by 11:59pm
Tue May 26, 2015	<a href="#">Project 1 B</a> <a href="#">Exam 1</a>	due by 11:30pm due by 11:59pm
Tue Jul 7, 2015	<a href="#">Exam 2</a> <a href="#">Project 2A</a>	due by 11:59pm due by 11:59pm
Fri Aug 7, 2015	<a href="#">Last Day Fall Semester Classes</a> <a href="#">Last Day to take Late Exams</a>	6pm 6pm
Tue Aug 11, 2015	<a href="#">Exam 3</a> <a href="#">Project 3</a>	due by 11:59pm due by 11:59pm

# Grading

Grading will be according to the standards established for the NTM lab classes at WSU. The grade will be based on 50% assignments and 50% exams.

Check the assignments link for the assignments to be graded.

A percentage of total points earned will be calculated. The following scale will be used to determine your final grade. See the Examination Section for a schedule of due dates for completing each of the tests. All tests must be completed by **August 11**.

A penalty of -10 points will be applied to each late test. Contact your instructor if you can't meet a deadline. If you have good reason, your instructor will schedule an alternative deadline. Incompletes will be given sparingly, only in extreme cases such as a student victim of a lengthy sickness, and you must have completed 80% of the work. The grade of UW (unofficial withdrawal) will be given to students who stay enrolled in the class but do not complete any of the tests or complete part of the tests but do not finish all of the tests. All students on the class grade sheet will be assigned a grade according to total points earned. The last day to withdraw from the NTM 3070 course is **July 21**.

## Grading Scale

100-95 = A	89 - 87 = B+	79 - 77 = C+	69 - 67 = D+
94 - 90 = A-	86 - 83 = B	76 - 73 = C	66 -63 = D
	82 - 80 = B-	72 - 70 = C-	62 -60 = D-