

# Course Outcome Guide (COG)

Approved 29 March 2012

<b>Course:</b>	BOTE 247 – Spreadsheet Applications	<b>Credits:</b>	3	<b>Instructor:</b>	Varies
<b>Course Description:</b>	Intermediate and advanced use of applications software for the creation of spreadsheets, graphs, databases and macros. Integration with other software applications is also reviewed.				
Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	Institutional	
<ul style="list-style-type: none"> <li>▪ Spreadsheets</li> <li>▪ Graphs</li> <li>▪ Databases</li> <li>▪ Macros</li> <li>▪ Charts</li> <li>▪ Software applications</li> <li>▪ Technology</li> <li>▪ Problem solving</li> <li>▪ Critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop an understanding of spreadsheet concepts</li> <li>▪ Develop and modify spreadsheets using formatting, formulas, functions, object linking and embedding</li> <li>▪ Plan, create and present projects integrating software applications</li> <li>▪ Use prior knowledge and critical thinking processes to solve unfamiliar business-related problems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completion of a variety of work exercises to demonstrate mastery of both concepts and process skills</li> <li>▪ Completion of examinations to demonstrate mastery of both concepts and process skills</li> </ul>	<ol style="list-style-type: none"> <li>1. Use spreadsheet and database software to organize and manipulate data through the creation of spreadsheets, graphs and databases.</li> <li>2. Manipulate data using formulas, functions, object linking, and embedding.</li> <li>3. Produce, modify and enhance existing spreadsheets.</li> </ol>		