

Course Name	Electronic Spreadsheets ACCT 2410 Section 201
CRN	92210
Description	Applies electronic spreadsheets to accounting and business problems.
Prerequisites	Prerequisite: IT 1010 and ACCT 1111 and 1112 or division approval. Recommended Prerequisite: ACCT 1210.
Start and End Dates	May 18, 2009 – August 9, 2009
Instructor Name	Cheryl Bartlett
Phone	Desk: 224-5616 Voice Mail: 224-3900 Ext. 0413 BIT Division
Email	cbartlett@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.	This hybrid class will meet every Wednesday 5/18/09 – 8/9/09, from 9:00 – 11:45 am in Room H-107 at the Montoya Campus. The weekly meeting is MANDTORY FOR ALL STUDENTS!!!! The Final Exam will be taken on campus in a proctored setting during the last week of class.
Required Texts	Excel [®] 2007: Comprehensive Concepts and Techniques By Shelly/Cashman/Quasney Publisher: Thomson Course Technology Copyright: 2008 ISBN: 9781418843441

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Software Requirements: software student must purchase for this course.	<p>The software <u>DOES NOT</u> come with the book.</p> <p>(1) You must also have Excel 2007 to complete this course. Due to substantial changes in the software, lower versions of Excel are not acceptable.</p>
Recommended connection speed (Dial up, DSL, or High speed)	Dial up should be fine for the course. Downloads will be somewhat slower and web pages may take longer to load.
Additional requirements for this course	None.
Online Information and time commitment	<p>Students may begin adding the class in Black Board at 8:00 am on May 18, 2009.</p> <p>Weekly postings to the discussion board are required.</p> <p>Expect to spend approximately 10-12 hours per week on this class.</p>
Additional instructions for registered students	<p>Go to the instructor's Webpage for additional instructions and information:</p> <p>http://planet.cnm.edu/cbartlett/</p> <p>Click on the Distance Learning Link. Then the course you are interested in.</p>

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DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php