

We have Two Class web sites:

1. Use the people.highline web site to download files and watch videos:
http://people.highline.edu/mgirvin/AllClasses/214_2013/214/Busn214_2013.htm

The people site contains:

- 1) Syllabus, which has details of class, daily schedule and homework schedule
 - 2) Video lectures
 - 3) Downloadable files for class
2. For Canvas Quizzes, uploading Excel Tests and for posting questions in the Discussions area use the Canvas site
<https://canvas.highline.edu>

The Canvas site contains:

- 1) Announcements
- 2) Discussions area for asking questions
- 3) Quizzes
- 4) Test Upload Links
- 5) Grades

Requirements for class:

- 1) Must have daily access to a PC computer that fulfills these requirements:
 1. Computer must be a PC computer.
 2. Computer can NOT BE A MAC.
 3. Computer must have an internet connection that allows you to watch videos from YouTube.
 4. Computer must have Excel 2013 for PC.
- 2) Buy a USB drive so you can store your system of folders and about class generated files.

Structure of class:

- 1) The material for the class will come from in-class demonstrations, videos at YouTube and downloadable Excel workbooks.
- 2) While in the classroom we will work on Class Projects together, like creating an accounting budget in Excel. Each Class Project will have an associated Video at YouTube that covers similar material. The video will repeat some of what we do in class but will also have additional material for you to learn. In addition, there will be some videos at YouTube that you will be required to watch for homework that will cover material that we do not cover in class. We will refer to these "Class Projects" and "Videos" as **Video/Class Projects**.
- 3) Homework each night will involve:
 1. Watching the assigned videos at YouTube.
 2. Completing and or finishing the **Video/Class Projects**.
 3. Doing homework that is located in the Weekly Downloadable Excel Workbook file.
- 4) In class projects, video projects and homework will NOT be handed in for points toward a grade.
- 5) If you would like to post questions while at home. Post questions in the Discussion area of Canvas. When you post your question be sure to also ATTACH the Excel workbook that the question relates to.
- 6) There will be 3 take-home tests. The tests will require that you use Excel to create files, which you will hand in. The tests will also require that you answer conceptual questions where a written answer is required. The test scores earned will count toward your grade for the class. Makeup tests can be taken if a documentable emergency occurs, like documented deaths or medical emergencies. Late tests without a documentable emergency earn a 25% deduction. The tests will be e-mailed to you through Canvas and after you complete the test you upload it into Canvas. Test "Send Out" and "Due" Dates are in schedule below.
- 7) There will be a number of unannounced quizzes. Quizzes will be e-mailed out on a class day (M,T,W,Th) and must be uploaded into Canvas within 24 hours. These small quizzes will be in an Excel workbook. The quiz will consist of questions that you must provide written answers to and short Excel tasks to complete. The quiz scores earned will count toward your grade for the class. Makeup quizzes can be taken if a documentable emergency occurs, like documented deaths or medical emergencies. Late quizzes without a documentable emergency earn a 25% deduction.

Grading Scale:

Percentage of Points Earned	Decimal Grade
94.000%	4
93.050%	3.9
92.100%	3.8
91.150%	3.7
90.200%	3.6
89.250%	3.5
88.300%	3.4
87.350%	3.3
86.400%	3.2
85.450%	3.1
84.500%	3
83.550%	2.9
82.600%	2.8
81.650%	2.7
80.700%	2.6
79.750%	2.5
78.800%	2.4
77.850%	2.3
76.900%	2.2
75.950%	2.1
75.000%	2
74.050%	1.9
73.100%	1.8
72.150%	1.7
71.200%	1.6
70.250%	1.5
69.300%	1.4
68.350%	1.3
67.400%	1.2
66.450%	1.1
65.500%	1
64.550%	0.9
63.600%	0.8
62.650%	0.7
61.700%	0
0.000%	0

Tentative Schedule:

Week	Topic	Videos to watch	Pages in Optional Textbook to read	HW to do from downloaded Excel workbook	Go to Our Web Site For:	Days	Test Dates
Week 1	Busn 216 Review: Cells, Worksheets, Sheet Tabs and Workbooks; Keyboards; Number Formatting as Façade; Types of Data in Excel; Alignment; Proper Data Sets, Non-Proper Data Sets; Raw Data Into Information using Formula or PivotTable; Bad Data; Excel Tables; Style Number Formatting; Page Setup; Reminder About Sorting, Filtering and PivotTables From Excel Basics in Busn 216; Charts; Excel's Golden Rule.	#1	Pages 1-118	#1-15	Download files and watch videos.	Mon, 9/22/14 to Thu, 9/25/14	
Week 2	Formula Elements, Formula Types and Cell References, Assumption Tables/Formula Elements, and Scenario Manager	#2-8	Pages 119-206	#1-21	Download files and watch videos.	Mon, 9/29/14 to Thu, 10/2/14	
Week 3	Important Functions like: SUMIFS, IF, AND, OR, and more...	#9-17	Pages 207-268	#1-12	Download files and watch videos.	Mon, 10/6/14 to Thu, 10/9/14	
Week 4	Lookup Formulas, a few Statistics functions, Goal Seek	#8-26	Pages 268-319	#1-13	Download files and watch videos.	Mon, 10/13/14 to Thu, 10/16/14	Test 1 sent out on Thursday, 10/16/14
Week 5	Data Validation, Text Formulas, Date Formulas, Flash Fill, Array Formulas	#27-32	Pages 320-340	#1-14	Download files and watch videos.	Mon, 10/20/14 to Thu, 10/23/14	Test 1 due on Monday, 10/20/14 before noon.
Week 6	Sort, Subtotal, PivotTables/PivotCharts	#33-35	Pages 341-373	Week #6 workbook #1-7 Week #6 second workbook #1-7	Download files and watch videos.	Mon, 10/27/14 to Thu, 10/30/14	
Week 7	Filter, Advanced Filter, Text To Columns.	#36-39	Pages 420-464	Week #7 workbook #1-7	Download files and watch videos.	Mon, 11/3/14 to Thu, 11/6/14	Test 1 sent out on Thursday, 11/6/14
Week 8	Conditional Formatting	#40	Conditional Formatting: 507-526	None, just do all examples from video.	Download files and watch videos.	Mon, 11/10/14 to Thu, 11/13/14	Test 1 due on Monday, 11/10/14 before noon.
Week 9	Charts & more	#41-49	none	Workbook for video 41 #1-6 Workbook for videos 42-49 #1-4	Download files and watch videos.	Mon, 11/17/14 to Thu, 11/20/14	
Week 10	A Few Finance Tricks	#50	none	#1-5	Download files and watch videos.	Mon, 11/24/14 to Thu, 11/27/14	
Week 11	Recorded Macros	#51	none	none	Download files and watch videos.	Mon, 12/1/14 to Thu, 12/4/14	
Week 12	Finals					Mon, 12/8/14 to Tue, 12/9/14	Test 1 sent out on Monday, 12/8/14 and is due before 02:05 PM on Tuesday, 12/2/14

Instructor Contact Information:

Fall 2014					
Michael Girvin					
Email: mgirvin@highline.edu					
Class Web Site: https://people.highline.edu/mgirvin/					
Class Schedule					
Item	Course No.	Days	Time	Location	End Of Class
2090	Busn 135	Online	Online	Online	Wed, Dec 10, 2014, noon
2138	Busn 216	Online	Online	Online	Wed, Dec 10, 2014, 12:50 PM
2136	Busn 216	MTWTh	11:00 am-12:05 pm	29-308	Wed, Dec 10, 2014, 12:50 PM
2140	Busn 218	MTWTh	12:15 pm-01:20 pm	29-308	Tue, Dec 9, 2014, 2:05 PM
	Office Hours	MTWTh	10:00 am-10:50 am	29-350	

Course Objective:

Use Microsoft Excel to solve typical business problems with an emphasis on converting raw data into useful information. In the process we cover these Excel topics:

1. Types of data In Excel: Numbers, Text, Logical, Errors.
2. Stylistic formatting: Style Formatting, Page Setup, Styles.
3. Number Formatting, including Custom Number Formatting.
4. Formulas and Functions.
5. The eleven formula elements: Equal Sign, Cell References, Math Operators, Comparative Operators, Numbers, Text, Operators, Functions, Ampersand, Array Constants, Wild Cards.
6. The five types of formulas: Calculating, Text, Lookup, Array, Logical.
7. Eight types of cell references: Relative, Absolute, Mixed, Worksheet, Workbook, Defined Named Ranges, Formulas To Define Reference, Table Nomenclature.
8. Advanced formulas: Nesting, Mega-Formulas and Array Formulas.
9. Extensive coverage of categories of functions, including: Lookup, Finance, Statistical, Logical and Text.
10. Data analysis features: Sort, Filter, Advanced Filter, Subtotals, PivotTables, Data Import, Text To Columns.
11. Advanced Pivot Tables.
12. Advanced data analysis: Formulas and PivotTables.
13. Create efficient formula input areas and data analysis criteria areas that allow efficient spreadsheet construction and that automate data analysis and what if analysis.
14. What if analysis: Goal Seek and Scenario Manager.
15. Use Data Validation to validate data inputs.

16. Creating charts, including: Column, Bar, Stacked Column, Stacked Column, Pie, Pie Within Pie, Histograms, X-Y Scatter and Regression Line, X-Y Scatter Break Even, Line, Multiple Chart Type in One Chart, Dynamic Ranges, Sparklines.
17. Conditional Formatting: built-in features and Logical Formulas.
18. Recorded Macros.

Student Outcomes

1. Understand the different types of data that Excel can understand.
2. Understand the difference between raw data and information.
3. Understand how to perform data analysis, which is the process of converting raw data into useful information that in turn can be used to make business decisions.
4. Understand the difference between Excel calculations and Excel data analysis.
5. Understand and effectively utilize Stylistic and Number formatting.
6. Understand how to setup efficient spreadsheets for calculations and data analysis.
7. Understand how to make calculations in Excel.
8. Be able to create basic, intermediate and advanced formulas for calculations and data analysis.
9. Utilize basic, intermediate and advanced Excel data analysis features for calculations and data analysis.
10. Be able to visualize data using Conditional Formatting.
11. Create basic, intermediate and advanced charts to visualize quantitative data.
12. Use Recorded Macros to automatic processes.

Cheating:

- 1) Cheating will result in the student receiving a failing grade for the assignment.
- 2) Turning in an item you did not create is cheating.
- 3) Copying another person's digital item or work is cheating.
- 4) Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
- 5) During a test or quiz, do your own work, do not look at other's work, and do not talk with others (to do so is cheating).
- 6) Having someone take or help you with a test is cheating.
- 7) In accordance with the student's rights and responsibility code WAC 1321-120 <http://www.highline.edu/stuserv/vpstudents/srr.html>, the instructor has the obligation to report incidents of cheating

Access Services

Highline Community College offers support services for students with disabilities to ensure access to programs and facilities. If you have questions or comments about Access Services, please contact us at 206-878-3710x 3857 or access@highline.edu. Access Services is located in Building 99 Rooms 150-185

Incomplete Policy

- 1) In accordance with Highline policy, Incomplete Contacts are granted in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
- 2) Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the ninth week.
- 3) The student must notify the instructor BEFORE the last day of the class in order to qualify for an incomplete.
- 4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contact must be completed within four weeks of the last day of class.

Fall 2014

May 6	Registration begins for current students
May 27	Registration begins for new students
Sep 22	Classes begin
Oct 10	Last day to withdraw, no W on transcript
Oct 17	Professional faculty day
Nov 11	Veteran's Day Holiday
Nov 14	Last day to withdraw officially
Nov 27-28	Thanksgiving Holiday
Dec 8	Last day of classroom instruction
Dec 9-12	Final exams

Important Dates: