

# Busn 218 Syllabus (subject to change)

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## We have Two Class web sites:

1. Use the people.highline web site to download files and watch videos:
2. [https://people.highline.edu/mgirvin/AllClasses/214\\_2013/214/Busn214\\_2013.htm](https://people.highline.edu/mgirvin/AllClasses/214_2013/214/Busn214_2013.htm)

The people site contains:

- 1) Introductory Video
- 2) Syllabus, which has details of class and a daily schedule with details of video lectures, homework, quiz and test dates and times.
- 3) Video lectures
- 4) Downloadable files for class
- 5) The people site with the videos and files is available at all times, even after the class ends.

3. For uploading Tests, for posting questions in the Discussions area and to see current grade 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 section shows you your scores for the quizzes and tests
- 6) The Canvas site is only available during fall quarter which starts at 12:00 AM, September 28, 2015 and ends at noon December 15, 2015. This means that the Canvas web site will not be available after the end of the class, noon on Tuesday, December 15, 2015.

## 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 and download Excel files.
  4. Computer must have Excel 2013 for PC.

## Highline Building 30 Computer Labs:

- 1) If you do not have daily access to a PC computer with Excel 2013, Highline provides computers for you to use in building 30.

## Structure of class:

- 1) There is no textbook for this class. The content of the class will be in the videos and downloaded files.
- 2) The key to this class is the same as in the prerequisite class you took, Busn 216: Everything starts with watching the videos. You will start at the top of the Busn 218 people web site page and work your way down. Download the file associated with the video and then WATCH the Video and follow along trying all the examples that the videos demonstrate. You can also take notes as you watch the videos, just as you would in a classroom.
- 3) **In-class version of Busn 218:**
  1. You will come to class and work on Class Projects together, like creating an Accounting Budget with formulas or a Regional Report using a PivotTable. 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**.
- 4) **Online version of Busn 218:**
  1. You will watch Videos of the class lectures at YouTube and work on Class Projects, like creating an Accounting Budget with formulas or a Regional Report using a PivotTable. We will refer to these "Class Projects" and "Videos" as **Video/Class Projects**.
- 5) Homework each night will involve:
  1. Watching the assigned videos at YouTube.
  2. Completing and or finishing the **Video/Class Projects**.
  3. Doing homework from that is located at the end of each Weekly Downloadable Excel Workbook file.
    - i. At the end of each Weekly Downloadable Excel Workbook file, there will be a number of sheets that will be listed as homework.
    - ii. For each homework problem, there will be a blue sheet with the homework problem and a red sheet that has the answers so you can check your work.
- 6) In class projects, video projects and homework will NOT be handed in for points toward a grade.
- 7) 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.

## Tests:

1. There will be three (3) take-home tests.
2. 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 tests will be cumulative, which means it will test on everything in the class up to that point in the class.
3. The tests will be e-mailed to you through Canvas and after you complete the test, you must upload it to the Test 1 link in the Home area of Canvas.
4. Test "Send Out" and "Due" Dates are listed in the schedule, which is located later in this syllabus.
5. The test scores earned will count toward your grade for the class.
6. Makeup tests can be taken if a documentable emergency occurs, like documented deaths or medical emergencies.
7. Late tests without a documentable emergency earn a 25% deduction.
8. **No tests can be handed in after the end of the class, noon on Tuesday, December 15, 2015.**

## Quizzes:

1. There will be five (5) Canvas True/False or Multiple Choice.
2. Each quiz will be cumulative, which means it will test on everything in the class up to that point in the class. During the quiz, there is no backtracking, which means you must be sure of your answer before submitting it.
3. The quizzes will be posted to the Home area of Canvas.
4. The dates for the quizzes are listed in the schedule, which is located later in this syllabus. However, the quizzes can be taken anytime during the quarter, but it is strongly suggested that you take them as close to the dates as they are listed in the schedule.
5. The quiz scores earned will count toward your grade for the class.
6. **No quizzes can be taken after the end of the class, noon on Tuesday, December 15, 2015.**

## Canvas Gradebook is NOT Correct

- 1) Do NOT use the percentage grades you see in canvas to calculate your grade.
- 2) The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in.
- 3) The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- 4) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

## Grading:

- 1) Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. That decimal or percentage can be looked up in the table at the right to determine your grade.
- 2) For example if you got 21 out of 30 in quiz 1 and 24 out of 30 on quiz 2 and 84 out of 100 on Test 1, your total points would equal 129 (21+24+84), the total possible would be 160, and your percentage of points earned would be:  $129/160 = 0.81$  or if you format it with a percentage: 81% and your decimal from the table on the right would be 2.7.

### 3) Grading Scale:

% Grade	Decimal Grade
94.00%	4
93.00%	3.9
92.00%	3.8
91.00%	3.7
90.00%	3.6
89.00%	3.5
88.00%	3.4
87.00%	3.3
86.00%	3.2
85.00%	3.1
84.00%	3
83.00%	2.9
82.00%	2.8
81.00%	2.7
80.00%	2.6
79.00%	2.5
78.00%	2.4
77.00%	2.3
76.00%	2.2
75.00%	2.1
74.00%	2
73.00%	1.9
72.00%	1.8
71.00%	1.7
70.00%	1.6
69.00%	1.5
68.00%	1.4
67.00%	1.3
66.00%	1.2
65.00%	1.1
64.00%	1
63.00%	0.9
62.00%	0.8
61.00%	0.7
0.00%	0

## Schedule on Next Page:

Week	Dates	Topic	Videos to Watch	Practice Homework problems to do from "Download Excel Files"	Suggested Quiz Dates	Firm Test "Send Out" and "Due" Dates	
Week 1	Mon, Sep 28, 2015 to Sun, Oct 4, 2015	Review of Busn 216	#1	#1-15	Quiz 1: Covers Videos #1		
Week 2	Mon, Oct 5, 2015 to Sun, Oct 11, 2015	Formula Elements, Formula Types and Cell References, Assumption Tables/Formula Elements, and Scenario Manager	#2-8	#1-21	Quiz 2: Covers Videos #1-8		
Week 3	Mon, Oct 12, 2015 to Sun, Oct 18, 2015	Important Functions like: SUMIFS, IF, AND, OR, and more...	#9-17	#1-12	Quiz 3: Covers Videos #1-17		
Week 4	Mon, Oct 19, 2015 to Sun, Oct 25, 2015	Lookup Formulas, a few Statistics functions, Goal Seek	#18-26	#1-13 at end of file "Busn214-Week04.xlsx"		Test 1: Covers Videos #1-26. Sent out on Friday, 10/23/15.	
Week 5	Mon, Oct 26, 2015 to Sun, Nov 1, 2015	Data Validation, Text Formulas, Date Formulas, Flash Fill, Array Formulas	#27-32	#1-14		Test 1: Covers Videos #1-26. Due on Wednesday, 10/28/15 before noon.	
Week 6	Mon, Nov 2, 2015 to Sun, Nov 8, 2015	Sort, Subtotal, PivotTables/PivotCharts	#33-35	#1-7 at end of file "Busn214-Week06.xlsm"  #1-7 at end of "Busn214-Week06-Second WorkbookSTART-FILE.xlsm"	Quiz 4: Covers Videos #1-35		
Week 7	Mon, Nov 9, 2015 to Sun, Nov 15, 2015	Filter, Advanced Filter, Text To Columns.	#36-39	#1-7		Test 2: Covers Videos #1-39. Sent out on Thursday, 11/12/15.	
Week 8	Mon, Nov 16, 2015 to Sun, Nov 22, 2015	Conditional Formatting	#40	No Problems. Just do all examples from video.		Test 2: Covers Videos #1-39. Due on Tuesday, 11/17/15 before noon.	
Week 9	Mon, Nov 23, 2015 to Sun, Nov 29, 2015	Charts	#41-49	#1-6 at end of file "Video43-Excel2013Basics25-Charts.xlsm"  #1- 4 at the end of file " Busn214-Week09.xlsm"			
Week 10	Mon, Nov 30, 2015 to Sun, Dec 6, 2015	A Few Finance Tricks	#50	#1-5	Quiz 5: Covers Videos #1-50 (last quiz)		
Week 11	Mon, Dec 7, 2015 to Sun, Dec 13, 2015	Recorded Macros	#51	No homework.		Test 3: Covers Videos #1-51. Sent out on Thursday, 12/10/15.	
Week 12	Mon, Dec 14, 2015 to Tue, Dec 15, 2015	Tuesday, 12/15/15 before noon is the end of the class. No Quizzes or Tests can be handed in after this end of class date.					Test 3: Covers Videos #1-51. Due on Tuesday, 12/15/15 before noon.

## Announcements & Discussions In Canvas

The teacher will communicate with you through Announcements in Canvas and by answering your questions in the Discussions area of Canvas.

When you post a question in Canvas:

- 1) Spell and grammar check your post.
- 2) Do not post questions about tests or quizzes in the Discussion area. The proper place to send questions about tests or quizzes is to send the teacher an e-mail.

## Do Not E-mailing Instructor:

You cannot e-mail the instructor except when you have a personal matter to discuss or you have a question about a quiz or test. All other questions about Busn 218 are done in the Discussions area of Canvas.

All e-mails with questions about tests/quizzes or personal matters must:

- 1) Include a subject line that includes the text "Busn 218"
- 2) Must be spell and grammar checked
- 3) Must be signed with the students name

## Instructor Contact Information:

Fall 2015					
Michael Girvin					
Email: <a href="mailto:mgirvin@highline.edu">mgirvin@highline.edu</a>					
Class Web Site: <a href="https://people.highline.edu/mgirvin/">https://people.highline.edu/mgirvin/</a>					
Class Schedule					
Item	Course No.	Days	Time	Location	End Of Class
2082	Busn 135	Online	Online	Online	Wed, Dec 16, 2015, noon
2120	Busn 216	Online	Online	Online	Thu, Dec 17, 2015, noon
2124	Busn 218	Online	Online	Online	Tue, Dec 15, 2015, noon
2058	BI 348	Mon & Wed	5:30-7:30 PM	TBA	Wed, Dec 16, 2015, 5:15-7:05p
	Office Hours	Mon & Wed	5:00-5:30 PM	TBA	

## 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. Coverage of categories of functions, including: Lookup, Finance, Statistical, Logical & Text.
10. Data analysis features: Sort, Filtering, 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 & advanced Excel data analysis features.
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, 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](mailto: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.

## Important Dates:

### Fall 2015

<b>May 5</b>	Registration begins for current students
<b>May 26</b>	Registration begins for new students
<b>Sep 22-25</b>	Faculty orientation
<b>Sep 28</b>	Classes begin
<b>Oct 16</b>	Professional faculty day
<b>Oct 19</b>	Last day to withdraw, no W on transcript
<b>Nov 11</b>	Veteran's Day Holiday
<b>Nov 20</b>	Last day to withdraw officially
<b>Nov 26-27</b>	Thanksgiving Holiday
<b>Dec 14</b>	Last day of classroom instruction
<b>Dec 15-18</b>	Final exams
<b>Dec 21</b>	Faculty workshop

## Last Day of Class:

Tuesday, 12/15/15 before noon is the end of the class. No Quizzes or Tests can be handed in after this end of class date.