

Busn 216 Syllabus (subject to change)

Table of Contents

We have Two Class web sites:	2
Requirements for class:	2
Highline Building 30 Computer Labs:	2
Structure of class:.....	3
Tests	3
Quizzes	3
Canvas Gradebook is NOT Correct	4
Grading:.....	4
Schedule on Next Page:	4
Announcements & Discussions In Canvas.....	6
Do Not E-mailing Instructor:	6
Instructor Contact Information:.....	6
Course Objectives:	7
Student Outcomes:	7
Cheating:	10
Access Services.....	10
Incomplete Policy.....	11
Important Dates:.....	11
Last Day of Class:	12

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/216_2003/216/busn216.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

2. 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 Summer quarter which starts at 12:00 AM, June 27, 2016 and ends at Noon Wednesday, Aug 17, 2016. This means that the Canvas web site will not be available after the end of the class at Noon Wednesday, Aug 17, 2016.**

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 Office Professional 2013 for PC with the programs:
 - i. Access
 - ii. Excel
 - iii. Word
 - iv. PowerPoint
 5. Computer must have the Program Access and not just Excel, Word, and PowerPoint.
- 2) Buy the textbook:

Microsoft Office 2013: Introductory, author: Vermaat, ISBN-10: 1285166027 | ISBN-13: 978-1285166025
- 3) Buy a USB drive so you can store your system of folders and about class generated files.
- 4) You must know how to type quickly and know where most of the keys are on the keyboard are located. This class does not teach basic computer skills, but rather it teaches how to use the programs; Windows Explorer, Word, PowerPoint, Excel and Access.

Highline Building 30 Computer Labs:

- 1) If you do not have daily access to a PC computer with Office 2013 with Windows Explorer, Word, PowerPoint, Excel and Access, Highline provides computers for you to use in building 30.

Structure of class:

1) In-class version of Busn 216:

1. You will come to class and work on Class Projects together, like creating a business letter in Word or 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**.

2) Online version of Busn 216:

1. You will watch Videos of the class lectures at YouTube and work on Class Projects, like creating a business letter in Word or creating an accounting budget in Excel. We will refer to these "Class Projects" and "Videos" as **Video/Class Projects**.

3) Homework:

1. Homework each night will involve watching the assigned videos at YouTube, completing and or finishing the **Video/Class Projects** and doing homework from the textbook. Some days you will have just **Video/Class Projects** as homework, some days you will have just textbook homework to complete and some days you will have both. The schedule lists the videos and homework problems that must be completed.
2. For textbook homework, if the homework asks you to get a picture file from the "Data Files For Students", you can either download the "Data Files For Students" using the method listed on the inside back cover of the textbook, or you can get your own picture from a Google Search.

4) Homework NOT handed in to teacher:

1. In-class projects, video projects and homework from the textbook will NOT be handed in for points toward a grade. You do these as practice for tests and quizzes.

Tests

- 1) There will be 3 take home tests that will be e-mailed to you which you must complete and then upload to the Test Upload Link in the Home area of Canvas.
- 2) These tests will require that you use the programs to create files such as Word Business Letters, PowerPoint Presentations or Excel Budgets.
- 3) These tests are not True/False or Multiple Choice tests.
- 4) The send out test dates and due dates are listed in the schedule, which appears later in this syllabus. These dates are firm and you cannot take tests early or hand them in late.
- 5) Makeup tests can be taken if a documentable emergency occurs, like documented deaths or medical emergencies. In order to qualify for documentable emergency you will have to submit written proof (like doctor's note or death certificate) to the instructor.
- 6) The test scores earned will count toward your grade for the class.
- 7) No Late tests can be handed in after the official end of class date-time: **Noon Wednesday, Aug 17, 2016.**

Quizzes

- 1) There will be 5 Canvas True/False or Multiple Choice.
- 2) These quizzes are listed in the Home area of Canvas.
- 3) The suggested dates for these quizzes are listed in the schedule, which appears later in this syllabus.
- 4) These quizzes can be taken anytime during the quarter, but it is strongly suggested that you take them on the dates that are listed in the schedule.
- 5) Each quiz will be cumulative, which means it will test on everything in the class up that point in the class.
- 6) During the quiz, there is no backtracking, which means you must be sure of your answer before submitting it.
- 7) The quiz scores earned will count toward your grade for the class.
- 8) No Late quizzes can be handed in after the official end of class date-time: **Noon Wednesday, Aug 17, 2016**

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 2.6.

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	Program of Study	Day	Video/Class Project Number	Textbook And/Or Excel Download Workbook Homework Homework is NOT handed in for points toward a grade: You do it as practice for the tests and quizzes.	Suggested Quiz Date (MUST complete quizzes before last day of class)	Test Date (Firm dates, cannot take test early or hand in late)
Week 1	Windows Explorer and Word	Mon, Jun 27, 2016 to Thu, Jun 30, 2016	Video/Class Project 1-3 Video/Class Project 4-5	1) None for Windows Explorer 2) Word Chapter 1 Project: pages WD 1-54	Canvas Syllabus & Windows Explorer Quiz	
Week 2	Word	Mon, Jul 4, 2016 to Thu, Jul 7, 2016	Video/Class Project 6-7 Video/Class Project 8-9 Video/Class Project 10-15	1) Lab 1 for chapter 1: pages WD 58-60 2) Word Chapter 2 Project: pages WD 65-123 3) Lab 1 for chapter 2: pages WD 128-131 4) Word Chapter 3 Project: pages WD 137-189 5) Lab 1 for chapter 3: pages WD 194-195		
Week 3	PowerPoint	Mon, Jul 11, 2016 to Thu, Jul 14, 2016	Video/Class Project 16-17 Video/Class Project 18	1) PowerPoint Chapter 1 Project: pages PPT 1-56 2) PowerPoint Chapter 2 Project: pages PPT 73-126 3) PowerPoint Chapter 3 Project: pages PPT 145-192	Canvas Word Quiz Canvas PowerPoint Quiz	Test 1 emailed out about noon on Thursday.
Weekend between Week 3 & Week 4	Test	Test	Test	Test		Test 1: Windows Explorer, Word, PowerPoint. Test will be e-mailed out about noon on Thursday and is due before 9 AM on Monday.
Week 4	Excel	Mon, Jul 18, 2016 to Thu, Jul 21, 2016	Video/Class Project 19-22	1) Textbook: Excel Chapter 1 Project: pages EX 1-54 2) Excel workbook download from Video 21: Blue sheets "HW(1)" and "HW(2)" in Excel workbook titled "ProperDataSet-COUNTIF-SUMIF-Office13Video-22.xlsx". (Watch videos to learn about these homework Excel workbook problems.)		Test 1 due before 9 AM on Monday. Upload Test 1 in Canvas.
Week 5	Excel	Mon, Jul 25, 2016 to Thu, Jul 28, 2016	Video/Class Project 23-27 Video/Class Project 28-34 Video/Class Project 35-39 Video/Class Project 40	1) Excel workbook download from Video 22: Blue sheets at end: HW 1 to 4 2) Excel workbook download from Video 23-27: Blue sheets at end: HW 1 to 4 3) Excel workbook download from Video 28-34: Blue sheets at end: HW 1 to 6 4) Excel workbook download from Video 35-39: Blue sheets at end: HW 1 to 10. 5) Textbook: Excel Chapter 2 Project: pages EX 65-118 (Be sure to watch video 40 BEFORE doing this homework problem).		
Week 6	Excel	Mon, Aug 1, 2016 to Thu, Aug 4, 2016	Video/Class Project 35-39 Video/Class Project 40 Video/Class Project 41-42 Video/Class Project 43 Video/Class Project 44-45	1) Excel workbook download from Video 35-39: Blue sheets at end: HW 1 to 10. 2) Textbook: Excel Chapter 2 Project: pages EX 65-118 (Be sure to watch video 40 BEFORE doing this homework problem). 3) Excel workbook download from Video 41-42: Blue sheets at end: HW 1 to 10 4) Excel workbook download from Video 43: Blue sheets at end: HW 1 to 5 5) Excel workbook download from Video 44-45: Blue sheets at end: HW 1 to 4	Canvas Excel Quiz	Test 2 emailed out about noon on Thursday.
Weekend between Week 6 & Week 7	Test	Test	Test	Test		Test 2: Excel. Test will be e-mailed out about noon on Thursday and is due before 9 AM on Monday
Week 7	Access	Mon, Aug 8, 2016 to Thu, Aug 11, 2016	Video/Class Project 46 Video/Class Project 47-50 Video/Class Project 51	1) Access Chapter 1, Project 1 textbook HW is on the pages AC 1 to AC 64. 1) Access Chapter 2, Project 2 textbook HW is on the pages AC 73 to AC 125. 2) No homework for Mail Merge.	Canvas Access Quiz	Test 2 due before 9 AM on Monday. Upload Test 2 in Canvas.
Week 8	Final Test due Wednesday before noon.	Mon, Aug 15, 2016 to Wed, Aug 17, 2016	Review and Final Test due Wednesday before noon.	Wed, Aug 17, 2016 is last day of class. Wed, Aug 17, 2016 BEFORE noon is the deadline to hand in Test 3 and any late tests and any quizzes. Wed, Aug 17, 2016 BEFORE noon marks the end of the class. No work can be handed in after noon on Wed, Aug 17, 2016.		Test 3: All program (Windows Explorer, Word, PowerPoint, Excel, Access) will be e-mailed out about noon on Monday and is due before noon on Wednesday

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 135 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 135"
- 2) Must be spell and grammar checked
- 3) Must be signed with the students name

Instructor Contact Information:

Summer 2016					
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
2023	Busn 135	Online	Online	Online	Wed, Aug 17, 2016, noon
2057	Busn 216	Online	Online	Online	Wed, Aug 17, 2016, noon
	Office Hours	Arranged	Arranged	29-350	

Course Objectives:

- 1) Meet the job demands of the Business working world so you can get and keep a job with the following Microsoft Office skills:
 1. Using Windows Explorer to efficiently and effectively manage files
 2. Use Word to efficiently create effective business related documents
 3. Use PowerPoint to effectively articulate a presentation message
 4. Use Excel and Access to effectively and efficiently store raw data, make business related calculations, and complete data analysis
 5. Use Word, Excel, PowerPoint and Access to create integrated files and projects to meet specific business objectives.
- 2) Work with others to accomplish stated goals.
- 3) Gain the ability to identify and summarize assumptions, issues, and salient arguments, as well as to draw logically valid conclusions from statements, images, data, and other forms of evidence, and to assess the implications and consequences of conclusions.

Student Outcomes:

1) Understand the definition of Effective and Efficient

1. Effective:
 - i. Accomplish the stated goal.
 - ii. In this class the goal is to create things like Payroll tables that makes the calculations correctly or a research paper or PowerPoint presentation that articulate the desired message.
2. Efficient
 - i. Accomplish the goal with the minimum number of resources.
 - ii. In this class the resource is time. So "Efficient" means we will learn how to create files (Word document or Excel workbook (files) in order to articulate a message, make a calculation or create useful information) quickly in order to save time.
 - iii. Two examples of efficient are:
 1. Use Footer automatic page number feature in Word instead of typing page numbers into the footer.
 2. Using Mixed Cell References in Excel formulas in order to build formulas more quickly than if you used only Relative and Absolute Cell References.

2) Learn how to use Windows Explorer in Windows 7 to:

1. File management:
 - i. Save Files
 - ii. Use Save As Feature to rename, relocate, or change the file type
 - iii. Open move, copy or delete files
 - iv. Create a logical system of folders in order to save and locate files effective and efficiently
 - v. Create logical naming conventions so that we can manage our files effective and efficiently

3) Learn how to use the program Word to:

1. Create business documents such as:
 - i. Flyers
 - ii. Research Papers

- iii. Business Letters
- iv. Resumes
- 2. Insert, format and manage items into documents such as:
 - i. Pictures and Clip Art
 - ii. Hyperlinks
 - iii. Tables
 - iv. Headers and Footers, Footnotes and Bibliographies
- 3. Use Styles to automate things such as:
 - i. Formatting
 - ii. Creating Table of Contents
 - iii. Creating PowerPoint Presentations
 - iv. Creating Headers and footers
- 4. Use the Three Levels Of Formatting to:
 - i. Help create documents quickly
 - ii. Accomplish advanced formatting
- 5. Mail Merge to create multiple letters, e-mails and labels quickly
- 6. Create Links from Other Applications (such as Excel)

4) Learn how to use the program PowerPoint to:

- 1. Create presentations to articulate messages with words, color, graphics, images and sound by learning the following PowerPoint Presentation elements:
 - i. Send Word files to PowerPoint automatically
 - ii. Slide Layout
 - iii. Slide Design
 - iv. Slide Animation
 - v. Slide Transition
 - vi. Create Links from Other Applications (such as Excel)

5) Learn how to use the program Excel to:

- 1. Calculations
 - i. Storing raw data
 - ii. How data is aligned
 - iii. Style formatting
 - iv. Number Formatting, including date and time math
 - v. Creating Formulas with the formula elements:
 - 1. Equal sign
 - 2. Ampersand
 - 3. Math operators
 - 4. Comparative operators
 - 5. Cell References
 - a. Relative
 - b. Absolute
 - c. Mixed with Column Locked
 - d. Mixed with Row Locked
 - 6. Numbers
 - 7. Functions such as:
 - a. SUM, AVERAGE, PMT, MAX, MIN, DOLLAR, SUMIF, SUMIFS, COUNTIF, COUNTIFS, IF, VLOOKUP
 - 8. Text
 - 9. Arrays

- vi. Understand the three different types of formulas:
 1. Calculating to a number
 2. Text
 3. Logical
- 2. Data Analysis
 - i. How to convert raw data into useful information for decision making using formulas and data analysis features such as:
 1. Sort
 2. Filter
 3. Advanced Filter
 4. Subtotals
 5. PivotTables
 - ii. The main emphasis in the section will be on PivotTables
- 3. Present quantitative data visually with the following Chart Types:
 - i. Column
 - ii. Bar
 - iii. Line
 - iv. X – Y Scatter diagram
 - v. Pie

6) Learn how to use the program Access to:

1. Understand that a database does these two things:
 - i. Stores raw data
 - ii. Create useful information for decision making
2. Understand the differences between data analysis using Excel and Access, and know when to use one or the other
3. Create the following Objects in Access
 - i. Tables (Stores Raw Data)
 1. Create fields with appropriate Data Type and Field Properties to ensure data is valid
 2. Create relationships between tables
 - ii. Forms (User Interface for Tables)
 - iii. Queries
 1. Understand that Queries are “Questions asked of database”
 2. Understand that Queries look at tables and with the criteria that you specify deliver only part of the data from the table back to you in the form of an answer.
 3. Understand that Queries are the object that we use in Access to create information out of raw data.
 4. Create queries with Criteria like:
 - a. Single criterion
 - b. OR criteria: one or the other or both can be true (different lines)
 - c. AND criteria: Both must be true (same line)
 - d. Functions
 - e. Formulas
 - iv. Reports
 1. Use Report Wizard to make professional looking reports based on Queries

7) Use Word, Excel, PowerPoint and Access to create integrated files and projects to meet specific business objectives such as:

1. Word Business Letters and PowerPoint presentations with linked Excel tables and charts.
2. Word Mail Merge with data from Excel and Access files.

8) Work with others to accomplish stated goals.

1. In the classroom each day we will work on a project. As we move forward, step-by-step, through the project, we will make sure that everyone has completed the step before moving forward. Anyone on the team can help anyone else on the team. If one person knows how to do the step and someone else does not, the person who knows will help the person who does not. In this way we will be a team that moves together as one. We will be a group of humans that helps one another. In the on line class room we will use the Discussion Board to answer people's posted questions. In this way we will learn an important lesson in life: helping others is fun and is good for everyone.

9) Gain the ability to identify and summarize assumptions, issues, and salient arguments, as well as to draw logically valid conclusions from statements, images, data, and other forms of evidence, and to assess the implications and consequences of conclusions.

1. In this class we will deal with an important issue in the working world; everyone is required to know how to use the Office Suite, but few people actually know how to do this. The evidence is clear: few people know how to use the Office Suite. The implication is that if we learn how to use the Office Suite, we can get and keep a job more easily than people who do not know the Office Suite.
2. In this class we will learn about assumptions and criteria and how they play into creating information from raw data using Excel and Access.
3. In this class we will learn how to effectively create research papers and presentations that use images and other information.

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). Do not discuss your test or quiz with others before or after the test.
- 6) Having someone take or help you with a test or quiz is 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.

Important Dates:

Summer 2016	
May 10	Registration begins for current students
May 25	Registration begins for former students
May 31	Registration begins for new students
Jun 26	Waitlists Close
Jun 27	Classes begin
Jun 29	Last Day to Add via the Web for classes with no Waitlist
Jun 30	Financial Aid Census Date
Jun 30	Last Day for 100% Tuition Refund
Jul 4	Independence Day Holiday
Jul 5	Space Available Waiver Registration Starts (ex: Employees, Senior Ctz)
Jul 7	Last Day to Withdraw from a Class using the Web
Jul 11	Last Day to Add a Class w/o a Late Fee
Jul 16	Last Day for 40% Tuition Refund
Jul 29	Last Day to Request to Audit a Class

Last Day of Class:

Wed, Aug 17, 2016 is last day of class. Wed, Aug 17, 2016 BEFORE noon is the deadline to hand in Test 3 and any late tests and any quizzes. Wed, Aug 17, 2016 BEFORE noon marks the end of the class. No work can be handed in after noon on Wed, Aug 17, 2016.

- All tests and quizzes must be completed before the final day of class: **Noon Wednesday, Aug 17, 2016**.
- The Canvas web site will be shut off after the final day of class: **Noon Wednesday, Aug 17, 2016**.
- If you want to contact the instructor after the class is over you can e-mail Michael Girvin at: mgirvin@highline.edu