



# Business Computer Applications: Busn 216 Syllabus (Online/Face-to-Face) *(subject to change)*

Fall 2023  
Highline College  
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Des Moines, WA 98198  
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## Getting Started in this Class:

1. Read the Syllabus at this web site (you are reading the syllabus now, please read through the end):  
[https://people.highline.edu/mgirvin/AllClasses/216\\_2003/216/busn216.htm](https://people.highline.edu/mgirvin/AllClasses/216_2003/216/busn216.htm)
2. This is a “No Textbook”-YouTube class. I have recorded the videos that we will use in this class and for the Excel part of this class, we will use the videos that have been recorded for us by Michael Girvin. This helps us to save money from buying textbooks.

## Instructor Information:

**Instructor's Name:** Mary Kajoka  
**Instructor's Office Phone:** (206) 592-3146  
**Instructor's Email address:** [mkajoka@highline.edu](mailto:mkajoka@highline.edu)  
**Instructor's Office:** 29-340  
**Class Website:** <https://people.highline.edu/mgirvin/>  
**Office/Student Hours:**

*Office hours are times when you can meet with your instructor to discuss course-related or to discuss advising. Please note that you are not limited to these hours, you are welcome to reach out to me and we can work around your schedule if you would like to meet with me.*

Tuesdays and Thursdays:	9:30AM – 10:30AM Building 29 – 340
Tuesdays and Wednesdays:	1:30PM – 2:30PM Building 29 Room 308 or 340
Thursdays:	5:30PM – 6:30PM Available on Zoom.
Fridays and Saturdays:	By Appointment (Send an Email to request for appointment). Zoom Lobby: Link <a href="https://highline.zoom.us/my/marykajoka">https://highline.zoom.us/my/marykajoka</a> Zoom: <a href="#">Schedule a Virtual Appointment</a>

The best way to contact me is by email and I will respond within 24 hours on weekdays and within 48 hours on weekends. You are welcome to email me at any time and I will do my best to answer your questions as soon as I can.

## Course Information

**Department:** Business  
**Item (Section):** 27338/27340 Online/Hybrid  
**Location:** Online-Canvas/ Building 29 Room 308  
**Day and Time:** Online-Canvas/ Mondays - Thursdays 12:15PM – 1:20PM  
**Schedule:** Listed on the last 3 pages of this syllabus

## Course Overview

This course introduces students to Microsoft 365 and Windows Explorer. Students will learn how to efficiently use the Windows Explorer to manage files, create presentations using PowerPoint, how to create documents like Business Letters, Research Papers and Resumes in Word, how to perform business calculations using effective and efficient Excel formulas, and create tables, queries and reports using Access. You will leave this class with all important skills for Microsoft 365 that will enable you to become efficient in your workplace as well as competent in your other classes ahead.

## Busn 216 Class Description (As Listed in Highline Catalog)

This course introduces students to Microsoft Excel, Word, PowerPoint, Access and Windows Explorer as these applications apply to a business environment. Students will focus on integrating the applications to efficiently create effective business solutions.

## **Busn 216 Course Outline (As Listed in Highline Catalog)**

- Using Windows Explorer to manage files efficiently and effectively
- Use Word to efficiently create effective business-related documents
- Use PowerPoint to effectively articulate a presentation message
- Use Excel and Access to store raw data, make business related calculations, and complete data analysis effectively and efficiently
- Use Word, Excel, PowerPoint, and Access to create integrated files and projects to meet specific business objectives

## **Busn 216 Student Learning Outcomes (As Listed in Highline Catalog)**

- Perform file management skills using Windows Explorer to include saving, deleting, moving, copying, and storing files.
- Create business documents using Microsoft Word to include Business Letters, Research papers and Advertisements
- Perform automated functions to easily create Tables of Contents, PowerPoint Presentations, Mail merge outputs. Create links from other Microsoft Applications.
- Create presentations using PowerPoint which articulate desired message to identified target audiences and include links from other applications
- In Excel, perform business calculations using appropriate data and formatting and using basic to intermediate formulas.
- In Excel perform data analysis using Sort, Filter, PivotTables and Formulas
- In Excel visualize quantitative data using various charts
- Build relational databases using Access to store raw data. Create information and make calculations using that raw data.
- Create objects such as tables, forms, queries, and reports using Access
- Identify and explain the correct application for use in various data analysis scenarios

## **Busn 216 Full Detailed List of Student Learning 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) to articulate a message, make a calculation or create useful information) quickly 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 to build formulas more quickly than if you used only Relative and Absolute Cell References.
- 2) Learn how to perform File Management with Windows Explorer 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 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. 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 online 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.

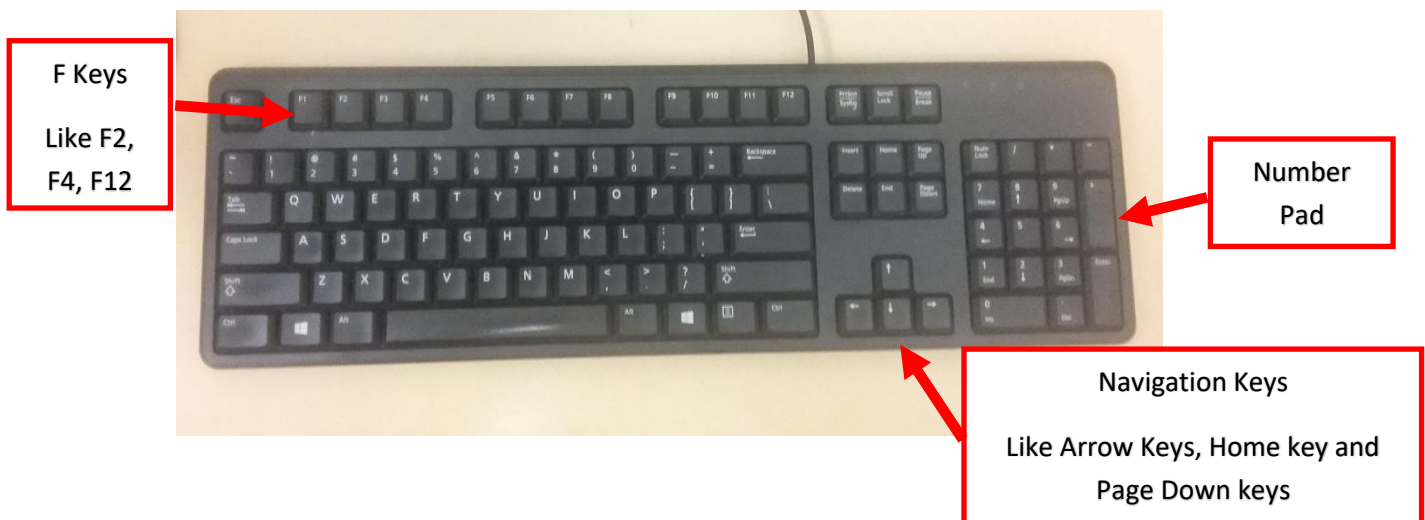
- 9) Gain the ability to identify and summarize assumptions, issues, and salient arguments, as well as to draw logically valid conclusions from statements, images, data, and other forms of evidence, and to assess the implications and consequences of conclusions.
  1. In this class we will deal with an 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.

## **Course Prerequisites**

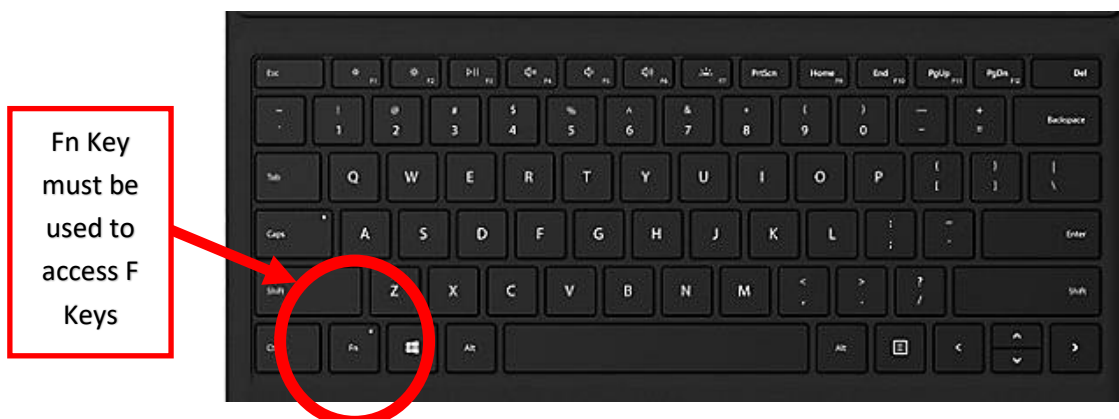
None

## 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 and it can NOT BE CHROMEBOOK.
  3. Computer must have an internet connection that allows you to watch video lectures from YouTube.
  4. Computer must have Office Professional 2016 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. Highline provides free Microsoft 365 Office with Excel to all students. See [Access to Computers](#) on how to obtain this.
2. There is no textbook to buy for this class.
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.
5. A Standard Keyboard with the F Keys, Navigation keys and the Number Pad is strongly suggested because of the number crunching and data analysis we do and because it is more efficient for most business applications. If you don't have a Standard keyboard, you must have a keyboard with the F Keys and Navigation keys. For some laptop computers you may have to use the Fn button (Function key) to access the F keys.
  1. Standard Keyboard looks like this:



2. Laptop computers have many different configurations. But if you have a laptop, you may have to access the F Keys using the Fn button (Function key). Here is a picture of a Surface Laptop Keyboard:



## Access to Computers:

- 1) The Computer Lab Building 30 is open to students, please use this link to view the computer lab hours <https://its.highline.edu/>
- 2) If you do not have access to a Windows based PC computer with the Excel program installed, you will have to submit a request to the Highline helpdesk to borrow a computer for the quarter.
  - I. Please complete the request to borrow a laptop online using this link <https://forms.office.com/Pages/ResponsePage.aspx?id=AzbjXcO4-06rg5AtOyQeHL0GPASG4rpPtmhuUP6HgPNUQ01FTk9TOENSQ0NMNkxVODMzOExKSzY1Ny4u>
  - II. In the request you must ask for a Windows based PC computer with a full keyboard and the program Excel installed on it.
- 3) If you have your own computer and need Office 365, here is the Highline web site link for you to get information about downloading Office 365 for free: <https://its.highline.edu/free-office-365-for-students-and-staff/>

## First Week Drop Policy

In accordance with the Highline College first week non-attendance drop policy, Students are responsible for dropping or withdrawing from this course as necessary. No official warnings will be given to students when excessive absences and or missing assignments jeopardize the successful completion of this course.

## We have Two Class web sites:

1. Use the people.highline web site to download files and watch videos:  
[https://people.highline.edu/mgirvin/AllClasses/216\\_2003/216/busn216.htm](https://people.highline.edu/mgirvin/AllClasses/216_2003/216/busn216.htm)  
The people site contains:
  - 1) Syllabus, which has details of the class and a daily schedule with details of video lectures, quizzes and test dates and times.
  - 2) All Video Lectures
  - 3) Downloadable files for class

2. Use Canvas to take quizzes, uploading tests and view your points for the class.

<https://canvas.highline.edu>

The Canvas site contains:

- 1) Syllabus
- 2) Announcements
- 3) Class Discussions
- 4) Quizzes
- 5) Test Upload Links
- 6) Grades section shows you your points earned for the quizzes and tests
- 7) The Canvas site is only available during Fall Quarter which starts on Monday, September 25th, 2023, and ends on Friday, December 15, 2023. This means that the Canvas web site will not be available after the end of the class on Friday, December 15, 2023. If you would like to contact me after the class is over, please email me at [mkajoka@highline.edu](mailto:mkajoka@highline.edu).

## E-mailing:

You are welcome to email me at any time if you have any questions. If you prefer setting up a zoom meeting/appointment, please email me at [mkajoka@highline.edu](mailto:mkajoka@highline.edu) to schedule an appointment and we can work on a time that works best.

## Announcements

The Instructor will communicate with you through Announcements in Canvas.



## Structure of class and How to Succeed in This Class:

- 1) There is no textbook for this class. The content of the class will be presented in video lectures, downloaded files and handouts which are located at our [people web site](#). We will call this kind of class a “No-Textbook YouTube Video Class” (it is a good structure because you do not have to spend a lot of money on textbooks!!!). A big Thank You to Mr. Michael Girvin for recording the Excel videos for us, I have also recorded videos for this class which means some of the videos that we use in this class will be recorded by me and then we will switch to the ones recorded for us by Mr. Michael Girvin. These videos are all in our class website.
- 2) Each day you will watch the video lectures, practice what you see in the videos using the downloadable files (this is called a Video/Class Project), read the handout that is associated with each video lecture and do homework problems when assigned.
- 3) Your grade will be determined by earning points from Tests and Quizzes.
- 4) Completing Video/Class Projects and Assigned Homework Problems does not earn you points toward a grade, but rather you complete these items to practice for the quizzes and tests.
- 5) The key to this class is attending class lectures, watching the video lectures, and practicing what you we learn in class and what you see in the videos. This will help you to do well on the quizzes and tests.
- 6) **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 a month sales report in Excel. We will refer to these “Class Projects” and “Videos” as **Video/Class Projects**.
- 7) Homework:
  1. YouTube Video/Class Projects:
    - i. Each Day you will watch the assigned videos at YouTube and complete and/or finish the **Video/Class Projects**.
  2. Assigned Practice Homework Problems:
    - i. Because there is no textbook in this class, the assigned homework problems will be files that you will download in a link below the video. The downloadable files will have details about what to do for the assigned homework.
  3. YouTube Video/Class Projects and Assigned Practice Homework Problems are NOT handed in to the teacher for points toward a grade. Only Tests and Quiz scores earn points toward a grade.
- 8) The instructor will communicate with you through Announcements in Canvas.
- 9) You are welcome to reach out to the instructor if you need more guidance, have any questions or concerns.

## Class Tests

- 1) There will be about 6 take home tests including the Finals test 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. Only five highest scores will be used for your final grade.
- 2) These tests will require that you use the programs to create files such as Word Business Letters, PowerPoint Presentations or Excel Budgets. These files will be uploaded to the test upload link and graded to earn points.
- 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.
- 5) You cannot take tests early.
- 6) Late test uploads lose 20% of the test points unless you have made prior arrangements with me. This means that you must upload the test before the due date-time to avoid a 20% reduction in earned points.
- 7) Makeup tests can be taken if a documentable emergency occurs, like documented deaths or medical emergencies. To qualify for documentable emergency, you will have to submit written proof (like doctor’s note or death certificate) to the instructor.
- 8) The test scores earned will count toward your grade for the class.
- 9) Test scores will be available in canvas within 7 days after the due date or after you submit your test.
- 10) No Late tests can be handed in after the official end of class date-time: **Friday, December 15, 2023.**

## Class Quizzes

- 1) There will be 6 Canvas True/False or Multiple Choice.
- 2) These quizzes are listed in the Home area of Canvas.
- 3) You will have two attempts on each quiz, the highest score will be kept.
- 4) The suggested dates for these quizzes are listed in the schedule, which appears later in this syllabus. These dates are not firm, which means you can take the quizzes at any time that you want throughout the quarter.
- 5) Although, these quizzes can be taken anytime during the quarter, it is strongly suggested that you take them on the dates that are listed in the schedule. This will help you to have the freshly studied content of the class in your mind when you take the quiz.
- 6) Each quiz will be cumulative, which means it will test on everything in the class up to that point in the class.
- 7) Any missed quiz at the end of this class will result in a 0.0 point.
- 8) The quiz scores earned will count toward your grade for the class. Only 5 of your highest quiz scores will be used for your final grade.
- 9) No Late quizzes can be handed in after the official end of class date-time: **Friday, December 15, 2023.**

## Canvas Gradebook

- 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 and graded, and completed quizzes.
- 3) Quizzes that are not completed do not count towards your grade. Quizzes not completed at the end of this class will result in a zero grade.
- 4) The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- 5) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

## Grading:

### 3) Grading Scale:

- 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 23 out of 30 in quiz 1 and 25 out of 30 on quiz 2 and 92 out of 100 on Test 1, your total points would equal 140 (23+25+92), the total possible would be 160, and your percentage of points earned would be:  $140/160 = 0.88$  or if you format it with a percentage: 88% and your decimal from the table on the right would be 3.4.

% 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

% Grade	Decimal Grade
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

## Academic Honesty:

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions. Acts of cheating may include:

- 1) Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
- 2) Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade (zero 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.
- 3) 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. Having someone take or help you with a test or quiz is cheating.

Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college.

If I have reason to believe that you engaged in academic dishonesty, I may make a report to the Office of Student Conduct after speaking with you about the situation. Students who have more than one report of alleged academic dishonesty during their time at Highline College may be required to meet with a Conduct Officer for a student conduct hearing and have sanctions imposed. It is both your right and responsibility to be familiar with the document entitled [Student Conduct Code WAC 1321-125](#).

## 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 sixth week.
- 3) The student must notify the instructor two weeks 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 contract must be completed within two weeks of the last day of class.

## College Policies

### Inclusive Statement

Highline College actively promotes and supports a learning environment which ensures social justice, mutual respect, understanding, civility and nonviolence.

I recognize and respect diversity knowing that we are all different, and we also learn in different ways. These differences provide us with opportunities to learn new things, compare experiences, test our assertions, understand ourselves better, and find common ground. In this class I will uphold and promote an anti-discriminatory environment where everyone will belong and feel safe. I am committed to provide an equitable learning environment that will provide support to everyone in this class with a goal to ensure that we all learn and succeed.

## Access Services Statement:

Your experience in this class is important to me. If you have already established accommodations with Access Services, please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through Access Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact Access Services at 206-592-3857, [access@highline.edu](mailto:access@highline.edu) or [access.highline.edu](http://access.highline.edu). Access Services is located in the library (building 25 suite 531.)

## Grievance Procedures:

I hope that you will communicate with me if you experience anything in this course that does not support an inclusive environment. You can also report any incidents you may witness or experience on campus through the following procedures:

### ***For instructional grievance process:***

In the case of a complaint about a course, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the division chair. The division chair is Sherri Chun, [schun@highline.edu](mailto:schun@highline.edu) or (206) 592-4316. For more detail, see the [Instructional Grievance Process](#) in the Highline catalog.

### ***For Title IX (claims related to discrimination and sexual harassment)***

It is the policy of Highline College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, [RCW 49.60.030](#) and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

For more detail see [the Title IX page](#) on the Highline website.

## Advising:

“Advising is a collaborative partnership between you and your advisor. Your advisor can teach you how to find information to make the most of your college experience. In your first advising meetings, you will create a plan together for courses and/or a degree based on your educational goals. Your advisor can connect you to a network of resources and support services whether you are facing obstacles or just need more information. It is suggested to meet with your advisor once per quarter. To request a Faculty Advisor: <https://bit.ly/3ciPEb9>”

All advising is done in AVISO. Please visit the Aviso [webpage](#) to learn more. If your advisor’s schedule is active, you will be able to schedule an appointment through Aviso.

## Additional College Procedures & Policies

For information on college policies on diversity, classroom behavior, incompletes, absences for religious reasons, student grievances, withdrawals, and emergency procedures please visit [Highline College Procedures and Policies](#).

## Student Resources:

The college offers many resources to support student achievement and success. These include Access Services, faculty advising, the Academic Success Centers (math, writing, and general tutoring), the college library, and technical support. For more detailed information on these services, please visit [Highline College Resources for Students](#).

## Basic Needs Resources

If you are experiencing homelessness, food insecurity, financial hardship or are in need of other basic needs support, please utilize the resources found on the Basic Needs Resources link on the Canvas course page.

Link to [Basic Needs Resources For Highline Students](#)

## Last Day of Class:

- All tests and quizzes must be completed before the final day of class: **Friday, December 15, 2023**.
- The Canvas web site will be shut off after the final day of class: **Friday, December 15, 2023**
- If you want to contact the instructor after the class is over, you can e-mail me at: [mkajoka@highline.edu](mailto:mkajoka@highline.edu)

## Important Dates:

### Fall Quarter 2023

September 25	Classes begins.
September 29	Last Day to drop classes for a 100% refund.
October 6	Last Day to drop Without 'W' on Transcript
October 16	Last Day for 40% refund
October 20	Professional Development Day (No Classes)
November 10	Veteran's Day Holiday (No Classes)
November 17	Last Day to Withdraw from classes with 'W' on Transcript
November 23 and 24	Thanksgiving Holiday (No Classes)
December 12-15	Final Exams
December 15	Quarter Ends

## Schedule on 3 Next Pages:

Week	Dates	Video To Watch to people web site	Downloadable pdf File with Class notes	Downloadable File Needed to Watch Video	Assigned Homework (HW File Below Video)	Suggested Quiz Date	Test Send Out Date-Time	Test Due: Date-Time
Week 1	Mon, 09/25/2023	Class Introductory Video						
	Tue, 09/26/2023	Video # 1	Class Notes #1					
	Wed, 09/27/2023	Video # 2	Class Notes #2					
	Thu, 09/28/2023	Video # 3	Class Notes #3			Friday, 9/29/2023. Quiz 1 covers the Syllabus and Windows Explorer.	Test 1 sent out by e-mail about 5 PM on Thursday, 9/28/2023. Test 1 covers Windows Explorer.	Test 1 must be uploaded to canvas before midnight, Sun, 10/1/2023
Week 2	Mon, 10/02/2023	Video # 4	M365Video # 04 Notes					
	Tue, 10/03/2023	Video # 5 Video #5.5	M365Video # 05 Notes	Office2016VideoProject05FlyerStartFile.docx				
	Wed, 10/04/2023	Video # 6	M365Video # 06 Notes		Word Homework Problem 01. File below Video.			
	Thu, 10/05/2023	Video # 7	M365Video # 07 Notes	Office2016VideoProject07-VivyKDanih-ResumeStart.docx				
Week 3	Mon, 10/09/2023	Video # 8	M365Video # 08 Notes	Office2016ClassProject08-ResearchPaperNoFormat.docx	Word Homework Problem 02. File below Video.			
	Tue, 10/10/2023	Video # 9	M365Video # 09 Notes					
	Wed, 10/11/2023	Video # 10	M365Video # 10 Notes	Pictures files needed for the PowerPoint Presentation		Quiz 2 should be taken today, Wednesday, 10/11/2023. Quiz 2 covers Word.		
	Thu, 10/12/2023	Video # 11	M365Video # 11 Notes	SafariPresentationStartFile		Quiz 3 should be taken today, Thursday, 10/12/2023. Quiz 3 covers PowerPoint.	Test 2 sent out by e-mail about 5 PM on Thursday, 10/12/2023. Test 2 covers Word & PowerPoint.	
Week 4	Mon, 10/16/2023	No Class Lecture - Finish Test before Midnight						Test 2 must be uploaded to canvas before midnight, Mon, 10/16/2023
	Tue, 10/17/2023	Excel Basics 1: V.#13	Class Notes: Excel Basics 1. V.#13					
	Wed, 10/18/2023	Excel Basics 2: V.#14	Class Notes: Excel Basics 2. V.#14					
	Thu, 10/19/2023	Excel Basics3: V.#15	Class Notes: Excel Basics 3. V.#15	EB03-CountingAddingWithCriteria.xlsx	HW # 1-3 at end of Excel workbook for this video.			
Week 5	Mon, 10/23/2023	Excel Basics4: V.#16	Class Notes: Excel Basics 4. V.#16	EB04-SUMIFSandPivotTables.xlsx	HW # 1-3 at end of Excel workbook for this video.			
	Tue, 10/24/2023	Excel Basics5: V.#17	Class Notes: Excel Basics 5. V.#17	EB05-PivotTableCalculationsLayout.xlsx	HW # 1-3 at end of Excel workbook for this video.			
	Wed, 10/25/2023	Excel Basics6: V.#18 Excel Basics7: V.#19 Excel Basics8: V.#20	Class Notes: Excel Basics 6-8. V.#18-20	EB06-08QATKeyboardsDefaultAlign.xlsx	HW # 1-3 at end of Excel workbook for this video.			
	Thu, 10/26/2023	Excel Basics9: V.#21	Class Notes: Excel Basics 9. V.#21	EB09-NumberFormattingAndROUND.xlsm	HW # 1-2 at end of Excel workbook for this video.	Quiz 4 should be taken before Monday, 10/30/2023. Quiz 4 covers first 2 weeks of Excel.	Test 3 sent out by e-mail about 5 PM on Thursday, 10/26/2023. Test 3 covers first 2 weeks of Excel.	

Week	Dates	Video To Watch to people web site	Downloadable pdf File with Class notes	Downloadable File Needed to Watch Video	Assigned Homework (HW File Below Video)	Suggested Quiz Date	Test Send Out Date-Time	Test Due: Date-Time
Week 6	Mon, 10/30/2023	No Class Lecture- Finish Test before Midnight						Test 3 must be uploaded to canvas before midnight, Mon, 10/30/2023
	Tue, 10/31/2023	Excel Basics10: V.#22	Class Notes: Excel Basics 10. V.#22	EB10DateTimeNumberFormattingAndCalculations.xlsm	HW # 1-4 at end of Excel workbook for this video.			
	Wed, 11/01/2023	Excel Basics11: V.#23	Class Notes: Excel Basics 11. V.#23	EB11SearchForFunctions.xlsm				
	Thu, 11/02/2023	Excel Basics12: V.#24	Class Notes: Excel Basics 12. V.#24	EB12-FormulaElements.xlsm	HW # 1-5 at end of Excel workbook for this video.			
Week 7	Mon, 11/06/2023	Excel Basics13: V.#25	Class Notes: Excel Basics 13. V.#25	EB13-IF-FunctionAnd-IS-Functions.xlsm	HW # 1-4 at end of Excel workbook for this video.			
	Tue, 11/07/2023	Excel Basics14: V.#26	Class Notes: Excel Basics 14. V.#26	EB14-VLOOKUPFunction.xlsm	HW # 1-3 at end of Excel workbook for this video.			
	Wed, 11/08/2023	Excel Basics15: V.#27	Class Notes: Excel Basics 15. V.#27	EB15-ExcelTableFeature.xlsm	HW # 1-2 at end of Excel workbook for this video.			
	Thu, 11/09/2023						Test 4 sent out by e-mail about 5 PM on Wednesday, 11/8/2023. Test 4 covers first 4 weeks of Excel.	
Week 8	Mon, 11/13/2023	No Class Lecture - Finish Test before Midnight						Test 4 must be uploaded to canvas before midnight, Mon, 11/13/2023
	Tue, 11/14/2023	Excel Basics16: V.#28 Excel Basics17: V.#29 Excel Basics18: V.#30	Class Notes: Excel Basics 16. V.#28 Class Notes: Excel Basics 17. V.#29 Class Notes: Excel Basics 18. V.#30	EB16MixedCellReferences.xlsm EB17StyleFormatting.xlsm EB18-DefinedNamesStartFile.xlsm	HW # 1-4 at end of Excel workbook for video 16. HW # 1-2 at end of Excel workbook for video 17.			
	Wed, 11/15/2023	Excel Basics19: V.#31	Class Notes: Excel Basics 19. V.#31	EB19-SUMIFSandSimilarFunctions.xlsm	HW # 1-3 at end of Excel workbook for this video.			
	Thu, 11/16/2023	Excel Basics20: V.#32 Excel Basics21: V.#33 Excel Basics22: V.#34	Class Notes: Excel Basics 20. V.#32 Class Notes: Excel Basics 21. V.#33 Class Notes: Excel Basics 22. V.#34	EB20-PivotTablesStart.xlsm EB21-PivotTablesRelationshipsStart.xlsm EB22-DefaultPivotTableLayoutExcel2016.xlsx	HW # 1-3 at end of Excel workbook for video 20. HW # 1 at end of Excel workbook for video 21.			
Week 9	Mon, 11/20/2023	Excel Basics23: V.#35	Class Notes: Excel Basics 23. V.#35	EB23-SortFilterFlashFillStart.xlsx	HW # 1-4 at end of Excel workbook for this video.			
	Tue, 11/21/2023	Excel Basics24: V.#36	Class Notes: Excel Basics 24. V.#36	EB24Charts.xlsm	HW # 1-5 at end of Excel workbook for this video.			
	Wed, 11/22/2023	Excel Basics25: V.#37	Class Notes: Excel Basics 25. V.#37	EB25GetAndTransformPowerQueryStart.xlsm and EB25FileDownloads.zip	HW # 1 at end of Excel workbook for this video.		Test 5 sent out by e-mail about 5 PM on Wednesday, 11/22/2023. Test 5 covers ALL of Excel.	
	Holiday							

Week	Dates	Video To Watch to people web site	Downloadable pdf File with Class notes	Downloadable File Needed to Watch Video	Assigned Homework (HW File Below Video)	Suggested Quiz Date	Test Send Out Date-Time	Test Due: Date-Time
Week 10	Mon, 11/27/2023		Re-cap on Class Lectures and Revision					
	Tue, 11/28/2023	No Class Lecture - Finish Test before Midnight				Quiz 5 should be taken before midnight Tuesday, 11/28/23. Quiz 5 covers ALL of Excel.		Test 5 must be uploaded to canvas before midnight Tuesday, 11/28/23
	Wed, 11/29/2023	Video # 12	M365Video # 12 Notes					
	Thu, 11/30/2023	Video 13	M365Video # 13 Notes	M365Video#13 SupplierStoreListData Excel M365Video # 13 CustomerListData Excel				
Week 11	Mon, 12/04/2023	Video 14	M365Video # 14 Notes	Use the File you created or download StuffedAnimalDatabaseFinishedAfter Video13				
	Tue, 12/05/2023	Video # 15 Video # 16	M365Video # 15 Notes	Use the File you created or download StuffedAnimalDatabaseFinishedAfter Video14 Use the File you created or download StuffedAnimalDatabaseFinishedAfter Video15				
	Wed, 12/06/2023	Video # 16		Use the File you created or download StuffedAnimalDatabaseFinishedAfter Video15	Access HW Problem 01. File in canvas.			
	Thu, 12/07/2023		Re-cap on Class Lectures and Revision				Test 6 sent out by e-mail about 5 PM on Thursday, 12/7/2023. Test 6 covers everything in the class.	
Week 12	Mon, 12/11/2023					Quiz 6 must be taken before noon Monday, 12/11/23. Quiz 6 covers ALL of Access.		Test 6 must be uploaded to canvas before midnight Wednesday, 12/13/23
	Tue, 12/12/2023							
	Wed, 12/13/2023	TEST 6 MUST BE UPLOADED TO CANVAS BEFORE MIDNIGHT, Wednesday, December, 13, 2023.						
	Thu, 12/14/2023	No quiz or test can be handed in after the end of the class: Friday, December, 15, 2023. This the official end to this Highline Class.						
	Canvas web site is NOT available after Friday, 12/15/2023. To contact Mary Kajoka after class is over, send e-mail to mkajoka@highline.edu							