



# Advanced Excel: Busn 218 Syllabus (32559/32560) (Online/Hybrid)

(subject to change)

Winter 2024  
Highline College  
2400 S. 240th St.  
Des Moines, WA 98198

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### Getting Started in this Class:

The first thing you must do is watch the Class Introductory Video and read the Syllabus at this web site:  
<https://people.highline.edu/mkajoka/AllClasses/218M365/M365Excel2022.htm>

## 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: 11:00 AM – 12:00 PM Building 29 – 308 or 340  
Wednesdays: 1:30 PM – 2:30 PM Building 29 Room 340  
Thursdays: 5:30 PM – 6:30 PM Available at the Zoom.  
Fridays: 9:30 AM – 10:30 AM Building 29 Room 340  
Zoom Lobby: Link <https://highline.zoom.us/my/marykajoka>  
Zoom: [Schedule a Virtual Appointment](#)

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. You can also send me an e-mail to request a meeting Monday through Saturday outside my office hours by phone, e-mail, or in-person.

## Class Description from Catalog

Students will learn how to quickly build linked systems of spreadsheets for the analysis of accounting, financial and statistical data to provide useful information to business decision makers. Students also learn how to make basic to advanced business and financial calculations. Emphasis on math skills, critical thinking, and spreadsheet construction theory.

## Course Overview

This course is an advanced Excel class where you will expand on the skills learned in the prerequisite class, Busn 216 to become more efficient with building Excel worksheet models and data analysis solutions. You will learn to create Excel worksheet models to make business related calculations. You will also learn to use both Microsoft Excel 365 and the related program Microsoft Power BI Desktop to perform data analysis by converting raw data into useful information for business decision making in the form of reports, visualizations, and dashboards.

## Student Learning Outcomes

- Explain and use the different types of data in Excel including distinguishing between raw data and information.
- Import, clean and transform data.
- Perform data analysis, creating useful information in the form of reports, visualizations, and dashboards to facilitate business decisions.
- Create intermediate to advanced formulas & functions for business calculations & data analysis.
- Build efficient spreadsheets models for calculations and data analysis.

## We have Two Class Web Sites:

1. <https://people.highline.edu/mkajoka/AllClasses/218M365/M365Excel2022.htm>
  - This web site contains: Introductory Class Video, Syllabus, YouTube Video Lectures, Downloadable files for class. This web site is ALWAYS available, before the class starts, while the class is running and after the class ends.
2. <https://canvas.highline.edu/courses/2246915>

- This web site contains: Test upload links, Quizzes, Scores for tests and quizzes. **This class is ONLY available between 6 AM on Monday, January 8th, 2024, to Friday, March 22nd, 2024. This Canvas Class is turned off and will disappear from your student feed on Friday, March 22nd, 2024. You cannot access the Canvas class after the class ends.** If you have questions concerning scores and grading after the class ends, you can e-mail [mkajoka@highline.edu](mailto:mkajoka@highline.edu).

## Class Questions

- For general questions about Excel, the videos and class content, you can post questions in Discussions area of Canvas, send an e-mail to [mkajoka@highline.edu](mailto:mkajoka@highline.edu), or phone 206-592-3146.
- For questions about tests or quizzes, do not post these in Discussions area of Canvas, but instead send an e-mail to [mkajoka@highline.edu](mailto:mkajoka@highline.edu), or phone 206-592-3146.

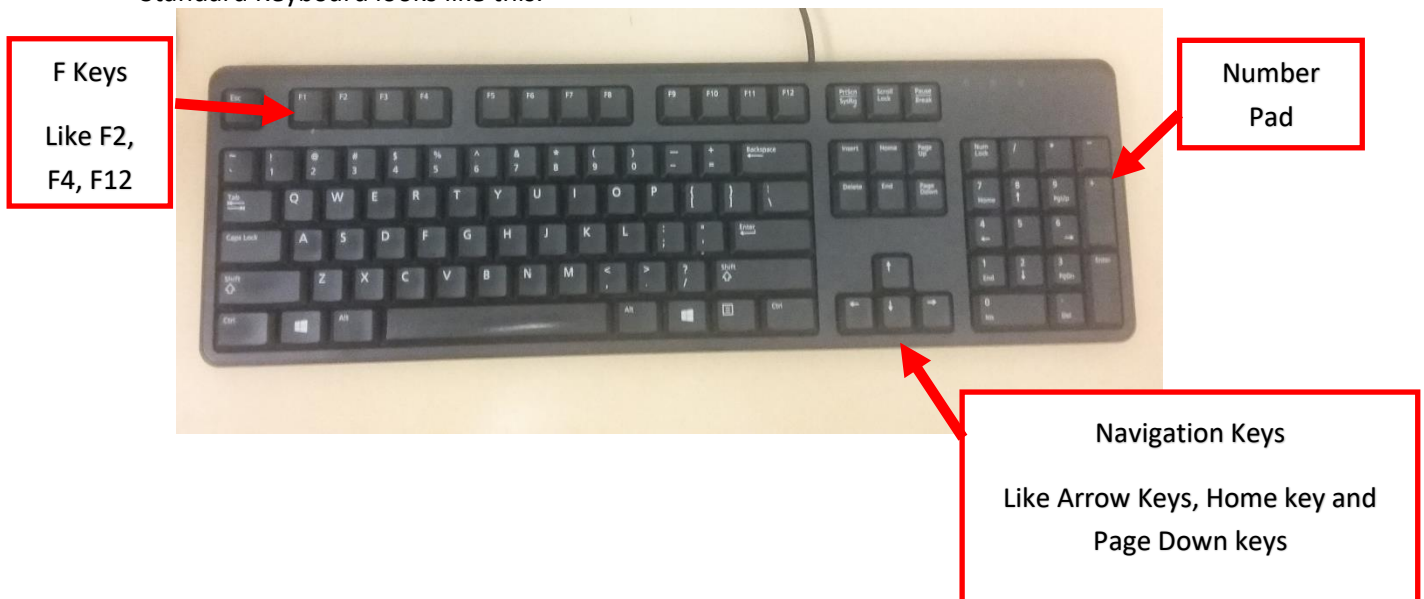
## For Computer Requirements

1. As was communicated in the schedule when you signed up for the class, you are required to use a Windows Based PC computer with Microsoft 365 Excel and a Standard Keyboard (10-key on the right side and F keys along the top) for this class. Mac or Chrome computers will not work for this class. You will also need to download a second Microsoft app called Power BI Desktop (this is a free download). The Highline Business department is closely aligned with employers in the working world and employers demand Windows Based PC computer skills. So even though many of us love our Macs and Chromebooks, we cannot use them in this class. If you do not have a Windows Based PC computer with Microsoft 365 Excel with a Standard Keyboard, you can make a request to borrow one from Highline or use the computer labs in build 30 at Highline.
  - To request a Windows based PC computer from Highline, use the “[Student Technology Request Form](#)” link at this Highline web site: <https://its.highline.edu/>
  - To get a free copy of Microsoft 365 Excel from Highline College, , use the “Free Office 365 for Staff & Students” and “Office 365 Student Instructions” links at this Highline web site: <https://its.highline.edu/>
  - To download the free Microsoft app “Power BI Desktop”, use this link: <https://powerbi.microsoft.com/en-us/desktop/>
2. Your computer must also have an internet connection that allows you to watch the YouTube class videos.
3. If you are using a Highline computer for the class, you will have to buy a USB drive to store your files. Here is a

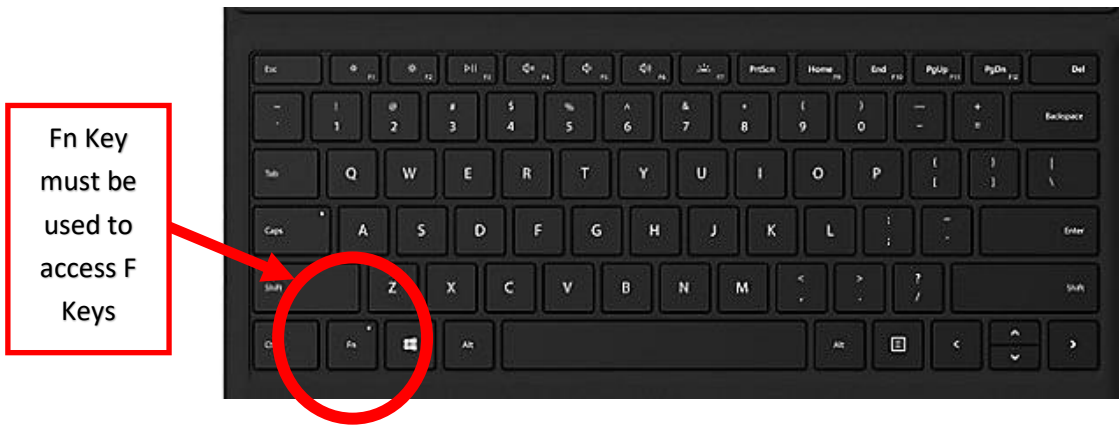


picture:

4. 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.
  - Standard Keyboard looks like this:



- 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). A picture of a Surface Laptop Keyboard is shown on the next page:



## Succeeding in this class:

1. This class can be done as a full online class.
2. As is stated in the Highline College Student Handbook, you can expect to study about 15 hours per week.
3. You must have a Windows based PC computer with Microsoft 365 Excel installed on it (discussed above).
4. In this class, it all starts with the schedule at the end of this syllabus. This schedule lists everything that you need to do this this class, including video lectures to watch and test and quiz due date-times. Consult this schedule each day of the class.
5. For each week in this class, you will need to:
  - i. For a given week, download Excel, pdf, and other files from people web site before watching the class video lectures. If you would like print outs, as a Highline Student you can print for free in the computer lab or the college library.
  - ii. Watch and study the YouTube class video lecture from people web site. The class video shows you what Excel tasks to do in the download Excel file. The Excel tasks that you complete while watching the video are practice for quizzes and tests. You also have a few homework problems at the end of each Excel file (video points these out) that are also practice for quizzes and tests.
  - iii. The video Excel files, with practice and homework, are NOT handed in for points toward a grade. They give you practice so that you can do well on quizzes and tests.
  - iv. After you complete the video practice, you can complete the test and / or quiz. The quizzes are in the Home area of Canvas. The test Excel files can be downloaded from the link below the video at the people web site and when completed are uploaded to the Home area of Canvas.
6. Be sure to check the Canvas Announcements regularly, but especially each Monday when the weekly announcement will be made.

## Excel Tests:

1. See schedule at end of syllabus at our people web site for test due date-times.
2. The Excel test files can be downloaded from the links below the videos.
3. You must rename each test file so that the file name contains your name. For example, if your name is "Sioux Noline" and the Excel test file has the name "Busn218Winter2024Test01.xlsm", you MUST rename the file to become: "SiouxNoline Busn218 Winter2024Test01.xlsm". Tests that do not follow this rule are scored as zero.
4. The Excel test file MUST use the file extension ".xlsm". Tests that do not follow this rule are scored as zero.
5. The test is an Excel file with a number of worksheets with test problems. The test problems will be similar to what you studied in the video and to the homework problems that you completed.
6. The tests will be comprehensive and will cover everything in the class up to that point in the class.
7. Late tests without a documentable emergency are assessed as a 20% deduction. You can hand in tests late if a documentable emergency occurs, like documented deaths or medical emergencies.
8. The test scores earned will count toward your grade for the class.

9. There will be about 7 tests and only your five highest test scores will be used for your final grade.

## Canvas Quizzes:

1. See schedule at end of syllabus at our people web site for Canvas Quiz due date-times.
2. There will be a few TRUE/FALSE and Multiple-Choice Canvas Quizzes in the class. Each quiz will have about 10 questions. The quiz is timed. You must complete the quiz in 60 minutes.
3. The quizzes will be comprehensive and will cover everything in the class up to that point in the class.
4. The quizzes are in the Home area of Canvas.
5. The quiz scores earned will count toward your grade for the class.
6. There will be about 8 quizzes and only your six highest quiz scores will be used for your final grade.

## Canvas Gradebook is NOT Correct

- 1) The scores listed in Canvas for each assignment are correct.
- 2) The percentage scores for your class grade listed in Canvas are NOT correct. They are NOT correct because they are based on completed work only.
- 3) All official grading for your final class grade will be done outside of Canvas. Grades will be calculated in Excel by Mary Kajoka. You can contact Mary Kajoka at any time to obtain your current grade.

## Grading:

Your five highest test scores and six highest quizzes will be used to determine your grade. Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. As a simple example, if your final scores were: 21 out of 30, 24 out of 30 and 84 out of 100, 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 grade from the table below would be 2.7.

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

## Grading Feedback

All submitted tests are graded within 24 hours after the scheduled due date-time. Due date-times for tests are listed in the schedule at the end of this syllabus.

## 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. Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college. Acts of cheating may include:

- Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
- 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.

- 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.

### **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 total class work is done with a 2.0 grade or higher.
- 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 and signed by the last day of class.

### **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 providing 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:**

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 can 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:**

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 Business Division Chair is Sherri Chun: [schun@highline.edu](mailto:schun@highline.edu)

### **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 information visit <http://tutoring.highline.edu/home2.htm>

### **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.



# Schedule

Week	Topics	Video Lectures	Excel Test Due Date-Times	Canvas Quiz Due Date-Times
Week 1: Mon, 1/8 to Sun, 1/14	First week: 1) Study Syllabus, Watch Introductory Video, 3) Obtain access to PC computer with Microsoft 365 Excel and complete required week 1 quiz, 4) Complete the two Class Discussions in Canvas.			
Week 2: Mon, 1/15 to Sun, 1/21	Introduction to Excel	MECS Video #1		Take Quiz 1 in Home area of Canvas before: Sun, 1/21 Before 11:59 PM
Week 3: Mon, 1/22 to Sun, 1/28	Introduction to Building Worksheet Formula Models and Creating Data Analysis Solution	MECS Video #2	Download Excel Test 1 from below MECS Video #2 and complete and upload to Home area of Canvas on Sun, 1/28 Before 11:59 PM	Take Quiz 2 in Home area of Canvas before: Sun, 1/28 Before 11:59 PM
Week 4: Mon, 1/29 to Sun, 2/4	Building Worksheet Formula Models	MECS Video #3	Download Excel Test 2 from below MECS Video #3 and complete and upload to Home area of Canvas on Sun, 2/4 Before 11:59 PM	Take Quiz 3 in Home area of Canvas before: Sun, 2/4 Before 11:59 PM
Week 5: Mon, 2/5 to Sun, 2/11	Data Analysis: Sort, Filter, Flash Fill, PivotTable, Power Query, M Code, Worksheet Formulas	MECS Video #4, minute mark, 00:00 to 01:28:37	Download Excel Test 3 from below MECS Video #4 and complete and upload to Home area of Canvas on Sun, 2/11 Before 11:59 PM	Take Quiz 4 in Home area of Canvas before: Sun, 2/11 Before 11:59 PM
Week 6: Mon, 2/12 to Sun, 2/18	Data Analysis: Power Query, Power Pivot, Data Model, Relationships, DAX Measures	MECS Video #4, minute mark, 01:28:38 to 02:07:05	Download Excel Test 4 from below MECS Video #4 and complete and upload to Home area of Canvas on Sun, 2/18 Before 11:59 PM	Take Quiz 5 in Home area of Canvas before: Sun, 2/18 Before 11:59 PM
Week 7: Mon, 2/19 to Sun, 2/25	Data Analysis: Power BI Desktop, Power BI Online, Power Query, DAX Formulas	MECS CVideo #4, minute mark, 02:07:06 to 03:44:07	Download Excel Test 5 from below MECS CVideo #4 and complete and upload to Home area of Canvas on Sun, 2/25 Before 11:59 PM	Take Quiz 6 in Home area of Canvas before: Sun, 2/25 Before 11:59 PM
Week 8: Mon, 2/26 to Sun, 3/3	Date, Time and Text formulas with Excel Worksheet Formulas and Power Query	MECS Video #5 & 6	Download Excel Test 6 from below MECS Video #5 & 6 and complete and upload to Home area of Canvas on Sun, 3/3 Before 11:59 PM	Take Quiz 7 in Home area of Canvas before: Sun, 3/3 Before 11:59 PM
Week 9: Mon, 3/4 to Sun, 3/10	Logical Formulas, Conditional Calculations and Lookup Formulas	MECS Video #7 & 8	Download Excel Test 7 from below MECS Video #7 & 8 and complete and upload to Home area of Canvas on Tue, 3/19	Take Quiz 8 in Home area of Canvas before: Sun, 3/17 Before 11:59 PM
Week 10: Mon, 3/11 to Sun, 3/17				
Week 11: Mon, 3/18 to Fri, 3/22	<b>Submit any missing work and Finals Week. All Late Work Must be Handed in Before midnight Wednesday, Mar 20, 2024.</b>			