



Business Computer Applications: Busn 218 Syllabus (Online)

(subject to change)

Fall 2021
Highline College
2400 S. 240th St.
Des Moines, WA 98198
206-878-3710

Table of Contents

Getting Started in this Class:.....	2
Instructor Information:	2
Course Information	2
Course Overview	2
Busn 218 Class Description (As Listed in Highline Catalog)	2
Busn 218 Course Outline (As Listed in Highline Catalog).....	3
Busn 218 Student Learning Outcomes (As Listed in Highline Catalog).....	3
Course Objective:.....	3
Student Outcomes (Not Detailed List):	4
Student Outcomes (Detailed List):.....	4
General Overview of Structure of Busn 218:	9
Interesting Note about Busn 218 for Fall 2021:.....	9
Course Prerequisites	9
E-mailing:	9
Announcements.....	9
Computer Requirements for class:	10
Access to Computers:.....	10
We have Two Class Web Sites:	10
Structure of class and How to Succeed in This Class:	11
Class Tests:	11
Class Quizzes:	12
Canvas Gradebook is NOT Correct.....	13
Grading:.....	13
Academic Honesty:	14
Incomplete Policy.....	14
College Policies.....	14
Inclusive Statement	14
Access Services Statement:	15
Grievance Procedures:	15
Advising:	15
Additional College Procedures & Policies	15
Basic Needs Resources.....	16
Last Day of Class:.....	16
Important Dates:.....	16
Schedule:.....	17

Getting Started in this Class:

- 1) The first thing you must do is watch the Class Introductory Video and read the Syllabus at this web site (you are reading the syllabus now, please read through the end):
https://people.highline.edu/mgirvin/AllClasses/218_2016/Busn218-2019.htm
- 2) The video and written syllabus show how this “No Textbook”-YouTube class will be conducted.
A big Thank You to Mr. Michael Girvin for recording this for us and saving us money from buying the textbook!!!

Instructor Information:

Instructor’s Name:	Mary Kiando
Instructor’s Office Phone:	(206) 592-3146
Instructor’s Email address:	mkiando@highline.edu
Instructor’s Office:	29-343
Class Website:	https://people.highline.edu/mgirvin/
Office/ Student Hours:	Hours that you can get help with class, advising or any other questions you may have. Tues and Thurs: 12:15PM – 1:20PM Building 29 Room 308 Friday: 9:00AM – 10:00AM Building 29 Room 308 Phone: Mon and Wed – 9:15AM – 10:15AM 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.

Course Information

Department:	Business
Item (Section):	5146
Location:	Online
Schedule:	Listed on the last page of this syllabus

Course Overview

This course is an advanced Excel class where students will expand on the skills learned in Busn 216 and build on that to become more efficient in excel as they learn more on building models to make calculations in Accounting and Finance and performing data analysis by creating useful information in the form of reports, visualizations, and dashboards to facilitate business decisions. Students will leave this class knowing how to take raw data and turn it to a meaningful information that will help in making effective business decisions as well as bring valuable insights to the business world.

Busn 218 Class Description (As Listed in Highline Catalog)

Students will learn how to quickly build linked systems of spreadsheets for the analysis of accounting, financial and statistical data in order 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.

Busn 218 Course Outline (As Listed in Highline Catalog)

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

Busn 218 Student Learning Outcomes (As Listed in Highline Catalog)

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

Course Objective:

- 1) Teach the concepts of Effective and Efficient and how to create creative solutions in Excel that are both effective and efficient.
- 2) To teach how to use Microsoft Excel to solve typical business related problems with an emphasis on: 1) Making effective and efficient numeric calculations and 2) converting raw data into useful information.
- 3) Teach the structure of an excel file as: Cells, Worksheets, Sheet Tabs and Workbooks.
- 4) Teach keyboard shortcuts to accomplish tasks quickly.
- 5) To understand Data Analysis and Business Intelligence terms and use data analysis concepts to create useful information from raw data.
- 6) Teach how to use Proper Data Sets, correct Data Types and Alignment to leverage Excel's full capabilities.
- 7) Teach how to utilize Number Formatting as Façade.
- 8) Teach how to use Style Formatting, Number Formatting and Page Setup to present information in an effect way.

- 9) Teach how to create Effective and Efficient **Formulas** that can make numeric, logical and text calculations and perform data analysis, including extensive coverage of types of formulas, formula elements, lookup formulas, array formulas and much more.
- 10) Teach effective visualization with Conditional Formatting and Charts.
- 11) Teach how to perform Data Analysis and Business Intelligence with Excel's Built in Data Analysis feature such as Sort, Filter, Power Query, PivotTables and Power Pivot. Concepts and techniques will be taught for how to importing, clean and transform data from multiple sources in order to build refreshable reports, dashboards and other data analysis outputs.
- 12) Introduction to Power BI Desktop for building dashboards.
- 13) Automate tasks using Recorded Macros and VBA from the Internet.
- 14) Use Finance & Rounding Functions to make specific calculations.

Student Outcomes (Not Detailed List):

- 1) Develop Effective and Efficient and solutions in Excel.
- 2) Use Microsoft Excel to solve typical business related problems with an emphasis on: 1) Making effective and efficient numeric, logical and text calculations and 2) effectively and efficiently converting raw data into useful information.
- 3) Understanding the structure of an excel file as: Cells, Worksheets, Sheet Tabs and Workbooks.
- 4) Using keyboards to accomplish tasks quickly.
- 5) Understand Data Analysis and Business Intelligence terms and use data analysis concepts to create useful information from raw data.
- 6) Understand and use Proper Data Sets, correct Data Types and Alignment to leverage Excel's full capabilities.
- 7) Understand and Utilize Number Formatting as Façade.
- 8) Use Style Formatting, Number Formatting and Page Setup to present information in an effect way.
- 9) Create Effective and Efficient **Formulas** that can make numeric, logical and text calculations and perform data analysis, including extensive coverage of types of formulas, formula elements, lookup formulas, array formulas and much more.
- 10) Create effective visualization with Conditional Formatting and Charts.
- 11) Perform Data Analysis and Business Intelligence with Excel's Built in Data Analysis feature such as Sort, Filter, Power Query, PivotTables and Power Pivot. Learn the concepts and techniques for how to importing, clean and transform data from multiple sources in order to build refreshable reports, dashboards and other data analysis outputs.
- 12) Introduction to Power BI Desktop for building dashboards.
- 13) Automate tasks using Recorded Macros and VBA from the Internet.
- 14) Use Finance & Rounding Functions to make specific calculations.

Student Outcomes (Detailed List):

- 1) Develop Effective and Efficient and solutions in Excel.
 - i. Effective:
 1. Define: Accomplish the stated goal.
 2. Examples of tasks that accomplish the stated goal that students will learn in this class are:
 - i. Students will be able to use the COUNTIFS function or a PivotTable to create a Frequency Distribution that calculates the correct number answers.
 - ii. Students will be able to use the correct Number Format that will display the same answer as the underlying number in the cell.
 - ii. Efficient

1. Define: Accomplish the goal with the minimum number of resources and have the accomplished goal have the ability to adapt to future changes.
2. Examples of tasks that accomplish the goal with the minimum number of resources (where the resource is time to create a solution) that students will learn in this class are:
 - i. Students will be able to use Mixed Cell References to build a 12-month budgetary solution that allows you to create a single formula and copy that formula through the range for an expense calculation, rather than a formula that uses only Relative and Absolute Cell References that would take 12 times longer to create.
 - ii. Students will be able to use Power Query to import multiple text files that you need to consolidate into a single report, rather than using the Import External Data feature that requires that you import files one at a time.
 - iii. Use keyboard shortcuts to accomplish most tasks, rather than slower methods like using the Ribbon Tabs, Menus or scroll bars.
3. Examples of tasks that accomplish the stated goal and have the ability to adapt to future changes are:
 - i. Students will learn to not hard code formula inputs into formulas, which make updating difficult; inefficient and error prone formulas like `=ROUND(A44*0.0765,2)` will NEVER be taught.
 - ii. Students will be able to use a formula like `=SUM(A1:A5)` rather than `=A1+A2+A3+A4+A5` so that when structural changes like inserting a new row above row four occur, the formula will calculate the correct answer (formula like `=A1+A2+A3+A4+A5` would NOT calculate the correct answer if a new row four was inserted).
 - iii. Students will be able to use the Excel Table feature so that formulas, charts, PivotTable, Power Query output and PowerPivot solutions will all update when new records are added to the Excel Table.
- 2) Use Microsoft Excel to solve typical business related problems with an emphasis on: 1) Making effective and efficient numeric, logical and text calculations and 2) effectively and efficiently converting raw data into useful information.
- 3) Understanding the structure of an excel file as: Cells, Worksheets, Sheet Tabs and Workbooks
- 4) Using keyboard shortcuts to accomplish tasks quickly
- 5) Understand Data Analysis and Business Intelligence terms and use data analysis concepts to create useful information from raw data:
 - i. Data Analysis = Convert Raw Data into Useful Information for Decision Makers
 - ii. Business Intelligence = Convert Raw Data into Useful/Actionable Information (often times in the form of a Dashboard) for Decision Makers in a Business Situation
 - iii. Raw Data = data in its smallest form that allows Excel Data Analysis features and Excel data analysis techniques to work.
 - iv. Proper Data Set = Proper Table Format = Field Names in first row and Records in rows
 - v. Clean Raw Data = Remove unwanted characters, add needed characters, split data apart into desired data, join data together to get desired data, and other cleaning goals.
 - vi. Transform Data Sets = 1) filter, combine, merge, append or unpivot data sets, and 2) add, remove or filter columns in data sets, and 3) other data transformational goals
 - vii. Import Data = import data from external sources (single or multiple sources) into Excel or Power Pivot's Columnar Database or Power BI Desktop; optimally, the import will allow refreshes so that when source data changes the report output resulting from the import action will update reflecting the changes in the source data.
 - viii. Create useful information for decision makers

- 6) Understand and use Proper Data Sets, correct Data Types and Alignment to leverage Excel's full capabilities. Without clean raw data in a proper data set, most of Excel's Data Analysis features will not work.
- 7) Understand and Utilize Number Formatting as Façade:
 - i. Most important concept: Number Formatting displays numbers on the surface of the spreadsheet that can be different than the underlying number
- 8) Use Style Formatting, Number Formatting and Page Setup to present information in an effect way.
- 9) Create Effective and Efficient **Formulas** that can make numeric, logical and text calculations and perform data analysis, including the following formula related topics:
 - i. Understanding the following Formula Types:
 1. Number Formulas.
 2. Text formulas.
 3. Logical formulas
 4. Lookup formulas
 5. Array formulas
 - ii. Use the following Formula Elements in formulas to create Effective and Efficient formulas:
 1. Equal sign
 2. Cell references (also defined names, sheet references, workbook references)
 3. Table Formula Nomenclature (Structured References)
 4. Math operators
 5. Numbers
 6. Built-in Functions
 7. Function argument elements
 8. Comparative operators
 9. Join symbol: Ampersand
 10. Text within quotation marks
 11. Array constants
 - iii. Make Aggregate Calculations
 - iv. Understand and effectively and efficiently utilize the knowledge of how Formulas Calculate: Order of Precedence in Excel
 - v. Understand and use the proper rounding techniques in situations when rounding in mandatory.
 - vi. Students will be able to choose the correct Cell Reference to achieve the Efficient formula from the following list of references:
 1. Relative
 2. Absolute
 3. Mixed
 4. Worksheet
 5. Workbook
 6. 3-D
 7. Table Formula Nomenclature (Structured Reference)
 - vii. Using Assumption Tables (Formula Input Area) to clearly demonstrate the assumptions of a spreadsheet model.
 - viii. Employ Excel's Golden Rule in every solution created:
 1. If a formula input can change, put it into a cell and refer to it in the formula with a cell reference.
 2. If a formula input will not change, you can type it into a formula.

3. Always label your formula inputs so that the formula input can be clearly understood by any user of the spreadsheet solution; by doing this we properly “document the spreadsheet solution (model).
- ix. Use what-if analysis tools such as: Scenario Manager and Goal Seek
- x. Utilize four steps for finding Formula Errors:
 1. Look at Formula, Look at Range Finder
 2. Evaluate Formula
 3. Formula Inputs Correct?
 4. Raw Data clean?
- xi. Using Excel’s Table feature to make data sources dynamic and updateable so that Formulas, Charts, PivotTables, Power Queries and Power Pivot solutions can be updated with the Refresh button when source data changes.
- xii. Making Formula Calculations with Conditions / Criteria with the following formula elements:
 1. AND Logical Test (AND Criteria)
 2. OR Logical Test (OR Criteria)
 3. SUMIFS, COUNTIFS and other similar functions
 4. D Functions, including how to setup criteria: Same for D Functions and Advanced Filter
 5. IF Function, IS functions & IFS function
 6. Conditional Calculations: PivotTable or Formulas?
- xiii. Creating Lookup Functions based on:
 1. Lookup Functions such as:
 - i. VLOOKUP
 - ii. LOOKUP
 - iii. MATCH
 - iv. INDEX
 - v. CHOOSE
 - vi. SWITCH
 2. Lookup situations such as:
 - i. Exact Match
 - ii. Approximate Match
 - iii. One-Way Lookup
 - iv. Two Way Lookup
 - v. Two Lookup Values
 - vi. Partial Text Lookup
 - vii. Inconsistent Data Type Lookup
 - viii. Lookup to Multiple Tables
 - ix. Comparing Two Lists
 - x. IFNA Function
 - xi. Grading: Calculate Current Percentage & Decimal Grade
- xiv. Using Data Validation to validate data
- xv. Use Custom Number Formatting for formulas, formula inputs and finished reports
- xvi. Create Array Formulas that allow single cell calculation solutions that would otherwise require many steps and many cells in the spreadsheet.
- 10) Perform effective visualization with Conditional Formatting and Charts (See next section #11 for details about charts and Conditional Formatting).
- 11) Perform Data Analysis and Business Intelligence with Excel’s Built in Data Analysis feature:
 - i. Use Sorting & Filtering to organize data
 - ii. Use Advanced Filter to extract relevant data

- iii. Bring data into Excel using the Import External Data feature
 - iv. Clean and Transform Data with formulas
 - v. Use Power Query to Import, Clean and Transform Data from Multiple sources
 - vi. Use PivotTables to:
 - 1. Create Calculations with Conditions/Criteria
 - 2. Create Summary Reports, including Yearly, Monthly and Quarterly Reports
 - 3. Use Slicers and Filters to filter calculations and reports
 - 4. Create advanced PivotTables, including multiple PivotTables that are connected to a single set of Slicers
 - vii. Create the Appropriate Charts to Visually Articulate Quantitative Data:
 - 1. Columns or Bars to display counts or amounts across categories, rather than Pie Charts (Research shows that humans perceive difference across Column and Bar Charts better than Pie Charts).
 - 2. Line Charts for seeing changes across Time Series Data
 - 3. X-Y Scatter for X-Y data
 - viii. Define and Create Dashboards that combine Tables, Charts and Slicers
 - ix. Use Conditional Formatting to visualize data including Built-in Features and Logical Formulas
 - x. Introduction to Data Analysis and Business Intelligence using Power Pivot, DAX Formula language and Power BI Desktop
 - 1. Use Power Pivot to Build Data Model and Useful Information based on:
 - i. Columnar Database
 - ii. Importing multiple data sources using Power Query
 - iii. Build relationships between multiple tables
 - iv. Build DAX Formulas that can be used in PivotTable
 - v. Build PivotTables and Charts based on Data Model
- 12) Learn about Power BI Desktop including these topics:
- i. Download Power BI Desktop
 - ii. Importing, cleaning and transforming data
 - iii. Introduction to making Dashboards that contain Tables, Charts and Slicers
- 13) Automate tasks using Recorded Macros and VBA from the Internet:
- i. Utilize Macro Basics to record Macros
 - ii. Format Variable Height Report using Absolute & Relative References
 - iii. Rearrange Records from Vertical Orientation to Proper Data Set
 - iv. Copy VBA Code from Internet and use it in Excel to automat tasks
- 14) Use Finance Functions, Statistical Functions and Rounding functions to make specific calculations:
- i. Make the following Statistical calculations:
 - 1. Column Chart for categorical data
 - 2. Histogram for continuous quantitative data
 - 3. LARGE and SMALL functions to list the top or bottom 10 values
 - ii. Use the following Finance Functions to make financial calculations:
 - 1. PMT, RATE, NPER, CUMIPMT and FV Functions
 - iii. Use the following Rounding Functions:
 - 1. ROUND function
 - 2. MROUND function
 - 3. ROUNDUP and ROUNDDOWN
 - 4. CEILING and FLOOR functions

General Overview of Structure of Busn 218:

- 1) You do not need to buy a textbook or pay any money for access codes for this class.
- 2) You will need Office 365 Excel for a PC, Windows Based Computer, which is provided to you for free by Highline College.
- 3) Video lectures, pdf notes (free book) and files associated with the class are provided for free at our [people web site](#).
- 4) As listed in the schedule later in this syllabus, for each week, you will:
 1. Study the material at the [people web site](#).
 2. Complete a Test and upload it to our [Canvas Web Site](#).
 3. Take 1 quiz at our [Canvas Web Site](#).
- 5) Assignments are graded within 48 hours after the due date.
- 6) Although this is an online class, the instructor, I am happy to assist you succeed in this class, Monday through Saturday by appointment set up through e-mail: mkiando@highline.edu.
- 7) Final grades for the class are posted by Highline College the Tuesday after our final.
- 8) The Excel and Data Analysis skills you learn in this class are highly demanded in the Business World and can greatly benefit you in getting and keeping a job, if you study hard and have fun in this class.

Interesting Note about Busn 218 for Fall 2021:

- 1) The first three weeks of this class will review all 25 Excel videos from the pre-requisite class, Busn 216.
- 2) Then we will move on to new Excel Material.
- 3) See schedule at end of syllabus for details.

Course Prerequisites

Busn 216

E-mailing:

Family Educational Rights and Privacy Act (FERPA) requires that all personal information be communicated by the educational e-mail assigned to you by the academic institution. For this reason, you MUST use your assigned "@students.highline.edu" e-mail when communicating with me by e-mail. Note: e-mails sent within Canvas are legal in regard to the FERPA Law.

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 and we can set up an appointment. Please include the class "Busn 218" you are enrolled in either in a subject line or in the signature.

Announcements

The instructor will communicate with you through Announcements in Canvas.

Computer Requirements for class:

- 1) Must have daily access to a PC, Windows Based, computer connected to the internet and that fulfills these requirements:
 1. Computer must be a PC computer.
 2. Computer can NOT BE A MAC, unless you have a Windows Based Operating System and PC Office 365 Excel.
 3. Why no MAC? Here's why:
 - i. About 10 years ago, Microsoft stopped adding the latest features to Mac Excel. This means that Mac Excel does not have features like Power Query and Power Pivot which are highly demanded by employers.
 - ii. The latest features in Excel are added to the PC Windows Based Excel, but not to Mac Excel.
 - iii. Employers require that employees have PC, Windows Based, Excel Skills, not Mac Excel Skills.
 4. Computer must have an internet connection that allows you to watch videos from YouTube and download Excel files.
 5. Computer must have Office 365 Excel. Excel 2016 will work for this class also. Highline provides free Microsoft 365 Office with Excel to all students. See [Access to Computers](#) on how to obtain this.

Access to Computers:

- 1) The Computer Lab Building 30 is open to students, the computers can be scheduled up to 2 hours at a time and is limited to students only. You can book an appointment by going to <https://its.highline.edu/> or you can check in at the help desk in building 30.
 - I. **Computer Lab Building 30 hours:**
 - i. Monday and Wednesday: 10:00am – 6:00pm
 - ii. Tuesday and Thursday: 10:00am – 3:00pm
 - iii. Friday: Closed
- 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=AzbjXcO4-06rg5AtOyQeHLOGPASG4rpPtmhuUP6HgPNUQ01FTk9TOENSQ0NMNkxVODMzOExKSzY1Ny4u> or you send an email request to: helpdesk@highline.edu
 - II. In the request you must ask for a Windows based PC computer with a full keyboard and the program Excel installed on it.
 - III. Please refer to our canvas Module -- Covid-19 Information and Resources.
- 3) If you have your own computer and need Excel, 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/>

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/218_2016/Busn218-2019.htm
The people site contains:
 - 1) Introductory Video
 - 2) Syllabus, which has details of the class and a daily schedule with details of video lectures, quizzes and test dates and times.
 - 3) All Video Lectures
 - 4) 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) Announcements
- 2) Quizzes
- 3) Test Upload Links
- 4) Grades section shows you your points earned for the quizzes and tests
- 5) **The Canvas site is only available during Fall quarter which starts at 12:00 AM, Monday, September 27, 2021 and ends at noon on Tuesday, December 14, 2021. This means that the Canvas web site will not be available after the end of the class at noon Tuesday, December 14, 2021.**

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 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. Each week has a separate list of videos, files and project.
- 3) For each video, you 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.
- 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) The instructor will communicate with you through Announcements in Canvas.
- 8) You are welcome to reach out to the instructor if you need more guidance, have any questions or concerns, please note you are not limited to my office hours.

Class Tests:

1. There will be about one test each week.
2. The tests will require that you use Excel to create files, which you will hand in.
3. The tests will be comprehensive and will cover everything in the class up to that point in the class.
4. The tests will be e-mailed to you through Canvas and after you complete the test, you must upload it to the Test link in the Home area of Canvas.
5. The Test will be e-mailed out on Tuesday at noon and must be uploaded to the Canvas Test Upload Link before Wednesday at noon. This means you have 24 hours to complete each test.
6. Late tests without a documentable emergency earn a 25% deduction.
7. You can hand in tests late if a documentable emergency occurs, like documented deaths or medical emergencies.
8. Test file names must have your name in the file name or you get zero points. For example, your test file name might be like this if your name is Sioux Chin: "SiouxChinTestXXBusn218.xlsx".
9. File must have the extension ".xlsx" in order to upload it.

10. Test "Send Out" and "Due" Dates are listed in the schedule, which is located later in this syllabus.
11. The test scores earned will count toward your grade for the class.
12. No Late tests can be handed in after the official end of class date-time: noon, Tuesday, December 14, 2021.

Class Quizzes:

1. There will be about one Canvas True/False or Multiple Choice Quiz each week. Each quiz will have about 10 questions. The quiz is timed. You must complete quiz in 30 minutes.
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 Late quizzes can be handed in after the official end of class date-time: noon, Tuesday, December 14, 2021

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

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 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 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 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 or access.highline.edu. Access Services is located in building 99 suite 180.

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 if the complaint is against a full-time faculty member, or with the department coordinator if the complaint is against a part-time faculty member. For more detail, see the procedure: https://catalog.highline.edu/content.php?catoid=2&navoid=33#Instructional_grievance

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 procedure: <https://humanresources.highline.edu/faculty-and-staff/policies/title-ix/>.

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>”

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: **noon Tuesday, December 14, 2021**.
- The Canvas web site will be shut off after the final day of class: **noon Tuesday December, 2021**.
- If you want to contact the instructor after the class is over you can e-mail Mary Kiando at: mkiando@highline.edu

Important Dates:

Fall Quarter 2021

Sept. 27	Classes begin
Oct. 8	Last Day to Withdraw Without 'W' on Transcript
Oct. 15	Professional Faculty Day (No Classes)
Nov. 11	Memorial Day
Nov. 19	Last Day to Withdraw Officially
Nov. 25-26	Thanksgiving Day
Dec. 13	Last Day of Class Instruction
Dec. 14-17	Final Exams
Dec. 17	Quarter Ends

Schedule:

Week	Topics	Videos, pdf Notes, Excel Files, Practice Homework	E-mailed Test Send-Out & Due Dates	Quiz Date
Week 1: Mon: Sep 27, 2021 Sun: Oct 3, 2021	Excel Basics	Excel Basics Videos # 1 - 5		
Week 2: Mon: Oct 4, 2021 Sun: Oct 10, 2021	Excel Basics	Excel Basics Videos # 6 - 16	Test 1 (covers everything up through Week 1) emailed out at noon on Tue, Oct 5, 2021 and must be uploaded to Week 1 Canvas Test Upload Link BEFORE noon on Wed, Oct 6, 2021.	Quiz 1 (covers everything up through Week 1) is available in the Week 1 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Week 3: Mon: Oct 11, 2021 Sun: Oct 17, 2021	Excel Basics	Excel Basics Videos # 17 - 25	Test 2 (covers everything up through Week 2) emailed out at noon on Tue, Oct 12, 2021 and must be uploaded to Week 2 Canvas Test Upload Link BEFORE noon on Wed, Oct 13, 2021.	Quiz 2 (covers everything up through Week 2) is available in the Week 2 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Week 4-5: Mon: Oct 18, 2021 Sun: Oct 31, 2021	Data Analysis Basics	E-DAB Videos # 1 - 5	Test 3 (covers everything up through Week 3) emailed out at noon on Tue, Oct 19, 2021 and must be uploaded to Week 3 Canvas Test Upload Link BEFORE noon on Wed, Oct 20, 2021.	Quiz 3 (covers everything up through Week 3) is available in the Week 3 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Week 6-7: Mon: Nov 1, 2021 Sun: Nov 14, 2021	Data Analysis Basics	E-DAB Videos # 6 - 11	Test 4 (covers everything up through Week 4-5) emailed out at noon on Tue, Nov 2, 2021 and must be uploaded to Week 4-5 Canvas Test Upload Link BEFORE noon on Wed, Nov 3, 2021.	Quiz 4 (covers everything up through Week 4-5) is available in the Week 4-5 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Week 8: Mon: Nov 15, 2021 Sun: Nov 21, 2021	Advanced Excel	Highline Excel Video # 4 & 6	Test 5 (covers everything up through Week 6-7) emailed out at noon on Tue, Nov 16, 2021 and must be uploaded to Week 6-7 Canvas Test Upload Link BEFORE noon on Wed, Nov 17, 2021.	Quiz 5 (covers everything up through Week 6-7) is available in the Week 6-7 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Week 9-10: Mon: Nov 22, 2021 Sun: Dec 5, 2021	Advanced Excel	Highline Excel Video # 8-11, 16, 24, 26	Test 6 (covers everything up through Week 8) emailed out at noon on Tue, Nov 23, 2021 and must be uploaded to Week 8 Canvas Test Upload Link BEFORE noon on Wed, Nov 24, 2021.	Quiz 6 (covers everything up through Week 8) is available in the Week 8 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Week 11-12: Mon: Dec 6 2021 Tue: Dec 14, 2021	No new topics	No New Videos to Watch	Test 7 (Covers everything up through Week 9-10) emailed out at noon on Mon, Dec 13, 2021 must be uploaded to Week 9-10 Canvas Test Upload Link BEFORE noon on Tue, Dec 14, 2021.	Quiz 7 (covers everything up through Week 8-10) is available on Week 8-10 Canvas Quiz Link. These quizzes can be taken anytime before the class ends.
Dec 14, 2021 at noon is the END of Class. No Work can be handed in after this Date-Time.				