

STUDENT EVALUATION

- A. Lab/Homework assignments will account for 30% of the total grade.
- B. Tests will account for 40% of the total grade.
- C. Final Exam will account for 30% of the total grade.

INSTRUCTOR EVALUATION

- A. Students will be given an opportunity to evaluate their instructor and the course content.
- B. The instructor will review and evaluate in terms of withdrawal rate.
- C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

- A. Faculty and the Division Chair will review students' grades and withdrawal trends.
- B. Faculty and the Division Chair will review the Course, Competencies, and Perspectives Assessment.

GENERAL GOALS/OBJECTIVES

This course focuses on the use of Excel for Windows as applied to business situations. Included are spreadsheet formula generating, database, printing, and analysis.

The following list of course goals will be addressed in the course.

- A. For all goals: With references, the student will perform the specified spreadsheet function. Performance will be satisfactory if the function is applied in laboratory setting and in the most efficient manner. Documents must be edited in accordance with exercise directions. Performance will be measured on final printed copy (with and without formulas) or screen display. (See course evaluation for performance measurement.)
- B. For all goals: Without references, the student will perform the specified spreadsheet function. Performance will be satisfactory if the function is applied on examination and in the most efficient manner. Documents must be edited in accordance with examination directions. Performance will be measured on final printed copy (with and without formulas), screen display, or diskette.

SPECIFIC GOALS/OBJECTIVES

RELATED TO EXCEL FOR WINDOWS, THE STUDENT WILL:

1. Save/retrieve excel files
2. Use various selection method

* 3 . Enter/edit text, constants, formulas

- * 4 . Format worksheet
- * 5 . Create charts
- 6. Create macros
- * 7 . Use copy/move/paste/fill commands
- * 8 . Filter and sort lists
- 9. Create excel embedded objects
- 10. Create excel file links
- * 11. Manipulate excel database records
- * 12. Build data validation
- 13. Use relative, absolute and mixed addressing
- 14. Use what-if analysis; one-input and two-input tables
- 15. Sort and total database records
- * 16. Use solver. Goal seek and scenario manager
- 18. Use pivot tables
- 19. Use auditing features and validation
- 20. Protect the worksheet
- * 21. Consolidate worksheets
- 22. Outline a worksheet
- 23. Audit a worksheet

Gain knowledge of spreadsheet use and functionality using Microsoft Excel.

Average score of 75 on Labs.

1. <![iFormat and print Excel Data. Create formulas and charts.

Score of 70 or above on Test 1.

Use financial, logical and lookup functions. Build data validation and filter and sort lists.

Score of 70 or above on Test 2.

Analyze and protect Excel data. Use goal seek, solver and database functions.

Score of 70 or above on Test 3.

Create different scenarios, use named ranges and generate the reports that Excel provides automatically.

Application on final or score of 70 or above on Lab9.

Create databases with a form and online validation.

Application on final or score of 70 or above on Test2.

Use Autofilter and Advanced Filter to create query reports.

Application on final.

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COURSE DESCRIPTION

In-depth coverage in the use of a spreadsheet software for business applications. Topics include worksheet creation and manipulation functions, data-table features and graphics. Key skills include working with databases, consolidating worksheets and solving business problems subject to constraints. CIP 5204070004 (3 SCH, 2 lecture, 3 lab)

NOTE: This is a hybrid version of the normal course by the same name which means half or more of the course material will be provided online through the Internet via the D2L learning system used by Brazosport College. **You must have a computer at home and an Internet connection (preferably high speed) in order to complete half of the material and assignments for this course.** The course meeting dates and times listed in the semester schedule will be used for testing and weekly lectures. You must expect to have another set of assignments to complete at home online EVERY week before you come to class for the lab assignment.

Prerequisite computer skills include:

- Are you familiar with internet access, email, basic operating system, and web browser error messages?
- Do you know the difference between a Windows file and a folder?
- Using Windows, can you save a file, find a file, copy a folder or file, move a folder or file?
- Can you manage your time effectively?

If you answered NO to any of the above questions, you should not have enrolled in this course.

PREREQUISITES

Grade of “C” or better in POFI 1301 or ITSC 1401 or approval of the division chair.

TEXTBOOK OR COURSE MATERIAL INFORMATION

Parsons, Oja, Dan, Carey, Ageloff. **New Perspectives on Microsoft Office Excel 2013—** (Comprehensive). Thomson Course Technology, 2013.

ISBN: 978-1-285-16933-0

Required course materials are available at the Brazosport College bookstore, on campus or online at www.brazosport.edu/bookstore. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The

same textbook is/may also be available from an independent retailer, including an online retailer.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

ATTENDANCE AND WITHDRAWAL POLICIES

The class meets once per week.

As a result of changes in the Texas Education Code, students enrolling for the first time in a Texas public institution of higher education in the fall of 2007, or thereafter, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student's period of undergraduate study at all such institutions (note: this includes any course a transfer student has dropped at another institution of higher education).

BC policy states that is the responsibility of the student to withdraw from a course if circumstances occur that will prevent the student from successfully completing the course. Contact the BC Registrar's office 979-230-3020 if you need any assistance withdrawing from the course. As a courtesy, please email or call the instructor to notify them of your decision to withdraw. DO NOT EXPECT or ASSUME that the instructor will do the paperwork for you.

Instructor-initiated Withdrawal: The instructor has the right to withdraw students from the course for non attendance or non-participation. For this hybrid course, unsatisfactory participation in D2L from failure to login weekly to get assignments, check email, chat discussions, etc., and failure to meet the deadlines for both in-class and online assignments may result in the student's removal from the course by the instructor.

Based on Department Policy, students may be dropped by the instructor if they miss more than 20% of the classes before the official drop date. Tardies and leaving early will count as part of an absence.

Fall and Spring 15 Week Semesters	
Class Meetings	Maximum absences before being dropped
One per week	2
Two per week	4

COURSE REQUIREMENTS AND GRADING POLICIES

Lab/Homewor	30%
Tests	40%
Final Exam	<u>30%</u>
	100%

TESTING

A. LAB WORK 30%

Consisting of: Excel labs

Labs will be graded on the basis of formula, data, and format correctness from 0 to 100.
A lab will consist of several assignments.

B. TESTS 40%

Consisting of: Excel tests

There will be at least 3 semester tests.

C. FINAL EXAM 30%

The final exam will be comprehensive (covering material from the entire semester) and graded in the same manner as the other tests (see above).

ALL LATE WORK WILL BE DOWNGRADED 10 POINTS FOR EACH WEEK OR PARTIAL WEEK IT IS LATE. NO WORK WILL BE ACCEPTED AFTER IT IS TWO WEEKS LATE.

Absences do not change the due date.

MAKE-UP POLICY

THERE WILL BE NO MAKE-UP TESTS. IF A STUDENT MISSES ONE TEST, THE FINAL EXAM GRADE -11 points WILL BE RECORDED FOR THE MISSED EXAM. THE STUDENT WILL RECEIVE A ZERO ON ALL OTHER EXAMS MISSED.

STUDENT RESPONSIBILITIES

1. For this class you will need to request your own personal Student Account on the network. To do so, you need to go to the Information Technology (IT) department preferably before the first day of class and bring with you 2 things:
 - 1) Your Brazosport College ID
 - 2) A copy of the paid schedule showing your enrollment in this class.
2. Students will be expected to log on to D2L WEEKLY in order to complete their online assignments BEFORE attending the lecture portion of the class. **You must have a computer at home and an Internet connection (preferably high speed) in order to complete half of the material and assignments for this course.** The course meeting dates listed in the semester schedule will be used for testing and weekly lectures. You must expect to have another set of assignments to complete at home online EVERY week before you come to class.

3. Online assignments will require students to read and **WORK THROUGH** each chapter, as well as doing online tutorials. This will be crucial in completing the course successfully.
4. Students are also expected to take care of the equipment in the classroom. **PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.**
5. Cell phones/beepers: If you bring a cell phone or beeper into the classroom you are expected to turn it off or have it on silent/vibrate mode during class. Use of any electronic equipment is prohibited during exams.
6. Students will be given an opportunity to evaluate the course at the end of the semester

PROJECTS, ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, etc.

As assigned.

SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see Addendum A.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu> (Click on the link found on the right side of the homepage).

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at www.brazosport.edu/sites/CurrentStudents/Library/default.aspx or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (See www.brazosport.edu/sites/CurrentStudents/LAC/default.aspx or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

Counseling and Advising	(979) 230-3040
Financial Aid	(979) 230-3294
Student Activities	(979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.

ADDENDUM A

SCANS COMPETENCIES		
POFI 1349 SPREADSHEETS (EXCEL)		
DeLeon		
	Competency Reference	Application
1.	Resource	Students must use time effectively to accomplish assignments.
	Time Management,	
	Facilities/Materials,	
	Human Resources	
2.	Interpersonal	
	Leadership,	
	Part. as Team Member,	
	Works with Diversity	
3.	Information	Students sort, search, and extract data. Students interpret formulas and extract results.
	Acquiring,	
	Organizing,	
	Interpreting	
4.	Systems, Understanding	Students use database functions.
	Organizational Systems,	
	Technological Systems,	
	Social Systems	
5.	Technology	Students use PC applications for all work.
	Selecting,	
	Applying,	
	Maintaining	
6.	Basic Skills	Students develop spreadsheet functions.
	Reading, Writing,	
	Mathematics,	
	Speaking, Listening	
7.	Thinking Skills	Word problems require students to design and create spreadsheet models.
	Decision Making,	
	Problem Solving,	
	Learning Techniques	
8.	Personal Qualities	Late work is penalized. Cheating is severely penalized.
	Responsibility,	
	Sociability,	
	Integrity/Honesty	

