



BTEC 170—Excel for Business

3 credits – Syllabus

Fall 2009, 11 a.m. - 12:15 p.m. T/Th, SHL 018

Instructor Information


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Office Hours: 11 a.m. – 12:15 p.m., Mondays
1:30 – 2:30 p.m., Tuesdays
11 a.m. – 12:15 p.m., Wednesdays
12:30 – 2:00 p.m., Thursdays
Other times available upon request


Campus Mail: SHL 116


Class Website: <http://mevens.pageout.net>, then
click on link for our class


Required Text, Materials, & Technology




 *New Perspectives Excel 2007 Comprehensive* bundled with *CaseGrader*, by Parsons, Oja, et al, Course Technology© 2008

 Excel 2007 (available in SHL 023 Open Lab if you don't have it at home)

 Thumb drive

 Regular access to a computer with Internet access and a Web browser

 Your own e-mail account

Prerequisites / Required Skills

Because we start half way through the textbook, it is *extremely* important that you have successfully completed BTEC 169 prior to signing up for this class. Previous experience in a Windows environment, the ability to key and/or ten-key by touch, and an understanding of business math are also very helpful.

Course Description

Topics covered. At the end of the quarter, students will be able to do the following using Excel 2007:

- Create and edit advanced formulas and functions
- Audit, validate data, and solve complex problems
- Use what-if analyses, functions, scenarios, amortization schedules, and hyperlinks
- Connect to external data, track changes, and import external data
- Use Data Maps, PivotCharts and PivotTables
- Create macros and use Visual Basic Editor within Excel
- Link and embed Excel worksheet objects in Word and PowerPoint documents

Instructional methods. A combination of in-class demonstration, discussion, assignments, and online quizzes, tutorials, and projects will be used.

BTEC Faculty Philosophy

We believe our role is that of a facilitator of your learning. Your role as the learner is to actively participate in your learning experience both in and out of the classroom. We will encourage you to become proficient in your field of study, update technical skills, and improve personal growth necessary for the changing needs of the workplace and society. We firmly promote a safe, positive, and respectful classroom environment.

College-Wide Abilities, BTEC Learning Outcomes, & Student Learning Objectives

College-Wide Abilities (CWA). Clark College has identified six campus-wide abilities that we believe are necessary for success beyond a student's formal education: (1) critical thinking/problem solving, (2) information/ technology, (3) communication, (4) life-long learning, (5) effective citizenship, and (6) global/multicultural awareness.

BTEC Learning Outcomes (BLO)

- ◆ ***Communication:*** Demonstrate effective oral and/or written communication appropriate to the discipline and/or the occupation.
- ◆ ***Computation:*** Perform accurate mathematical operations appropriate to the discipline and/or occupation.
- ◆ ***Human Relations:*** Demonstrate effective interpersonal/human relations skills appropriate to the discipline and/or the occupation.

Student Learning Objectives. This course is organized around the accomplishment of specific learning objectives, which are listed at the beginning of each chapter. Assignments are designed to help students achieve these objectives, and tests will assess mastery of them. After successfully completing this course, students will be able to:

- ◆ Create and edit data in worksheets and various types of charts
 - ✓ Use facts, data, and assumptions to solve problems (CWA: *Critical Thinking/Problem Solving*, BLO: *Computation*)
 - ✓ Examine purposes, goals, and problems (CWA: *Critical Thinking/Problem Solving*, BLO: *Computation*)
 - ✓ Interact with computer systems environments (CWA: *Information/Technology*, BLO: *Computation*)
- ◆ Manage workbooks
 - ✓ Assume responsibility for learning (CWA: *Life-long learning*, BLO: *Computation*)
 - ✓ Create templates and work with multiple worksheets and workbooks (CWA: *Information/Technology*, BLO: *Computation*)
 - ✓ Integrate related information into a coherent whole (CWA: *Information/Technology*, BLO: *Communication*)
 - ✓ Locate sources for answers (CWA: *Life-long learning*, BLO: *Communication*)
 - ✓ Exhibit self-discipline and good work habits (CWA: *Life-long learning*, BLO: *Communication*)
- ◆ Work with formulas and functions
 - ✓ Implement and evaluate solutions to problems (CWA: *Critical Thinking/Problem Solving*, BLO: *Computation*)
 - ✓ Use financial functions, data lists, hyperlinks, and data validation (CWA: *Critical Thinking/Problem Solving*, BLO: *Computation*)
 - ✓ Develop a practical strategy for utilizing information resources to achieve a goal (CWA: *Information/Technology*, BLO: *Computation*)
 - ✓ Create “what-if“ analyses and 3-D referencing (CWA: *Critical Thinking/Problem Solving*, BLO: *Computation*)
 - ✓ Evaluate, formulate, and synthesize relationships (CWA: *Critical Thinking/Problem Solving*, BLO: *Computation*)
- ◆ Enhance worksheet appearance with shapes, WordArt, images, and diagrams
 - ✓ Create neat documents in prescribed formats using simple visuals (CWA: *Communication*, BLO: *Communication*)
 - ✓ Choose visual, verbal, and nonverbal elements that effectively communicate complex ideas (CWA: *Communication*, BLO: *Communication*)

Course Policies

Student Responsibilities and Course Participation. Learning is an interactive process. To obtain full benefit from this course you will want to:

- ✓ Read assigned portions of chapters before attempting assignments based on the reading
- ✓ Ask questions about any material you do not understand
- ✓ Complete and turn in assignments **on time**
- ✓ Work approximately six-nine hours per week to complete course work

It is important to interact on a regular basis with your instructor, who will provide clear direction and set realistic goals. Sharing your insights with the instructor and other students will help to enhance your learning experience.

Academic Honesty. Academic integrity and honesty are a requirement to pass this course. You are expected to do your own work on assignments and exams. Lack of ethical behavior will earn the student no credit on an activity or test and may result in a final grade of an “F” for the course.

Open Labs. The lab will be open certain hours each day for students to complete their assignments, including Saturdays and Sundays. BTEC lab hours are posted outside SHL 023. The College cannot guarantee that the lab assistant on duty will have knowledge of the class assignments you are completing. The student lab assistant's primary duty is to keep the lab open, assist with the equipment, and help students when possible.

Course Withdrawal. If you need to drop this course, please complete the college’s withdrawal process. ***If you stop participating without formally withdrawing, you will receive an “F” grade for the course.*** In accordance with the new campus policy:

No withdrawals will be allowed after the end of the 7th week of classes (November 13, 2009).

Academic Appeals Process. If you disagree with the assignment of a grade, please follow the academic appeals process outlined in the Clark College catalog. The first step in this procedure is to speak with the instructor.

Contacting Instructor. Although you can leave a message on my office phone, the easiest way to reach me (and to hear back more quickly) is to e-mail me. When e-mailing me, please list in the Subject area of the e-mail your full name as well as class information possibly followed by a shortened version of your question.

Example—

SUBJECT: John Smith, BTEC 170, Excel (Question about Macros)

When asking questions about instructions in the book, do not simply write “*I don’t get what’s on page 497...*” Instead write exactly what the book says that you do not understand, and say what it is that you are confused about.

Example—

On Page 497, the first paragraphs says “When the Security dialog box displays, click the Low option button.” I don’t know where to find the Security dialog box.

I don’t always have my books at home with me, and this will allow me to answer your e-mails and help you prior to my returning to my office.

Course Requirements: Assignment, Assessments, and Grading

Assignments. An assignment sheet will be distributed in class and will be made available on the class Website listing details of assignments and due dates. All assignments are due at the beginning of class on the specified due date. If you find that you cannot turn in the assignment by this date, your grade may be lowered at the instructor's discretion. **Communicate any difficulties** with meeting deadlines **to your instructor as soon as you realize there could be a problem.**

Extra Credit. Although some assignment *may* be accepted after the "technical" due date, any extra credit assignments must be turned in by the due date.

Instructions for Submitting Assignments. All assignments are to be of a quality suitable for the business environment. Assignments should be accurate, attractively formatted, neatly presented, and properly labeled. To receive full credit for assignments, complete each of the activities specified on the assignment sheet and submit by the due date.

Chapter Quizzes. Learning basic concepts and terminology related to spreadsheets is fundamental to this course. This will be tested with multiple-choice and true-false quizzes for each chapter. To prepare for these quizzes, you are encouraged to reread key concepts in the project tutorials and take practice quizzes. Quizzes must be completed online outside of class time. There will be **no make-up quizzes** if not completed during the schedule time period.

Application Tests. In-class production tests must be completed on the test day during class time unless prior arrangements have been made. Any makeup tests must be arranged with the instructor *prior* to the test dates whenever possible.

Cases. Cases will be completed at the end of each of our chapters reviewing some the key concepts covered. They should be completed and submitted by the specified due date. If you find that you cannot turn in the assignment by this date, your grade may be lowered at the instructor's discretion. **Communicate any difficulties** with meeting deadlines **to your instructor as soon as you realize there could be a problem.**

Grading

You are not in a competitive situation with other students. Instead, each student is expected to perform to the best of his or her ability and grades will be assigned according to the following criteria:

Course Average. Course averages will be computed as shown at right:

<u>Activity</u>	<u>Percent</u>
Homework Assignments	34
Chapter Quizzes	6
In-Class Application Tests	30
CaseGrader Cases	<u>30</u>
	100

Course Grades. Course grades will be assigned by the scale shown at right:

A = 93-100%	C = 73-76%
A- = 90-92%	C- = 70-72%
B+ = 87-89%	D+ = 67-69%
B = 83-86%	D = 63-66%
B- = 80-82%	D- = 60-62%
C+ = 77-79%	F = below 60%

Support Services Available

Learning new concepts can be frustrating. It requires patience and practice and is something you can only learn by doing. Students need to recognize that the learning process often includes confusion, exploration, and stress, followed by breakthroughs, excitement, and growing confidence. Workbook development and maintenance requires logical, sequential thinking skills, which are difficult for some students.

If you are having difficulties in this class, you should make an appointment to meet with your instructor. Lab assistants will help you with general problems in the lab, but are not expected to act as tutors.

The scheduled hours for library services, computer labs, and tutoring vary each quarter. You may want to list the available times next to the resources listed below.

Resource Available	Days Available	Time
• Library	_____	_____
• BTEC Department Tutoring	_____	_____
• Campus Computer Labs	_____	_____

Study Groups. Students are encouraged to interact in study groups. If you have problems interacting with your group, please contact your instructor.

ADA Accommodations. If you have emergency medical information which should be shared, please convey this to your instructor as soon as possible. Any student with a disability who may require some consideration or assistance in order to fully participate in this class should contact the Disability Support Services office at 992-2314 or 992-2835 (TTY), or stop by Gaiser Hall (GHL), Room 137.

The Academic Early Warning System. Your instructor *may* use the Academic Early Warning (AEW) system in this course to let you know if s/he has concerns about your academic performance early enough to give you time to improve. If your instructor uses AEW to let you know what you need to work on, a letter will be sent to your home along with a list of free campus services that can assist you. As not all instructors will use AEW, it is your responsibility to be aware of how you are progressing in your classes.

Requirements Met by Course

BTEC 170 is required in some certificate and degree programs and qualifies as a General Elective for other degree programs.

Microsoft Approved Courseware



Upon completing the projects and exercises in this course, students who understand well what they've completed will be prepared to examination for the Microsoft Certified Application Specialist (MCAS) Exam for Microsoft Excel 2007.

In emergencies, students should do the following...**1. Inclement Weather or Emergency Information**

Go to www.clark.edu or call 360-992-2000 as your first means of getting information. The College does send notices to radio and television stations, but the College's Website and switchboard are the official platforms for the most accurate information.

2. Immediate Emergency Communication Alert

To receive immediate notice on emergencies, you can register your cell phone number to receive text pages and your email address to receive email messages. To do this, go to www.flashalert.net. Select "Subscribe" on the left, and follow the instructions. Mass communication will also be sent to all college employee phones and computers.

3. Fire Alarm

Evacuate the building through closest exit; evacuation maps are located in the hallways. Take personal belongings only if it is safe to do so. Remain at least 50 feet from the building. Notify others of evacuation. Do not re-enter building until instructed to do so.

4. Parking Lot Identifiers

New parking lot identifiers using colors and numbers have been assigned to all Clark parking lots. To help emergency or security personnel locate you, please refer to these identifying features.

5. Security Escort

Security Officers are available for escorts—please call 360-992-2133.