



COURSE OUTLINE

COURSE NO: BUS 247
WINDOWS

COURSE NAME: MS EXCEL FOR

CREDIT HOURS: 3

LECTURE HOURS: 1 LAB HOURS: 4

DATE: FALL 2007

PREPARED BY: MARC NEWMAN

PREREQUISITES: None

APPROVED BY: SUE CHIKI

COURSE DESCRIPTION:

This course is designed to familiarize the student with some of the business and accounting applications of Excel as well as a general introduction to the Windows XP operating system. Through extensive lab work, the student will learn how to prepare spreadsheets, compile and manipulate databases (lists) and develop graphs (charts) using this popular commercial software. In addition, the student will gain considerable exposure to file manipulation as well as many other aspects of the Windows XP operating environment.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Perform basic file procedures using a microcomputer
2. Prepare computerized worksheets using Excel software.
3. Use Excel to aid in decision-making situations in business
4. Construct and print various types of graphs using the Excel software.
5. Manipulate files in the Windows XP operating environment.

SUCCESS SKILLS:

Upon the successful completion of this course, the student will have demonstrated a level of competency (developing or established) for the following skills

- A. Communicate Effectively
 - A1. Reads, comprehends, analyzes and evaluates various types of writing
 - A2. Logically organizes, develops and communicates an idea or position
 - A3. Adapts communications to audience, situation and purpose
 - A4. Uses, prewriting, drafting, revising and editing techniques
 - A5. Uses appropriate grammar, punctuation, spelling and syntax
 - A6. Writes effective business/technical communications, including memos, letters and reports
 - A7. Develops and conveys instructions and procedures clearly
 - A8. Demonstrates public speaking skills
 - A9. Applies effective listening techniques

- A10. Uses and perceives non-verbal cues

- B. Demonstrates Math Skills
 - B1. Solves addition, subtraction, multiplication and division problems
 - B2. Estimates answers to math problems before solving.
 - B3. Applies basic math formulas and principles.
 - B4. Solves ratio, percentage, proportional, decimal, fraction and conversion problems.
 - B5. Solves basic geometric and algebraic problems.
 - B6. Interprets and constructs graphs, charts, and tables.
 - B7. Expresses everyday relationships in mathematical terms.

- D. Maintains Professional Skills and Attitudes
 - D1. Practices job search techniques, including constructing resumes and participating in interviews
 - D2. Demonstrates initiative
 - D3. Meets performance expectations
 - D4. Follows organizational policies and procedures
 - D5. Recognizes organization structure and uses chain of command
 - D6. Exhibits knowledge of basic principles of supervision and leadership'
 - D7. Sets priorities and manages time efficiently in accordance with priorities
 - D8. Uses and applies pertinent technology, including computers
 - D9. Adheres to health and safety standards and procedures, and plans how to react in emergencies
 - D10. Demonstrates promptness and regular attendance
 - D11. Maintains image consistent with technology standards

COURSE MATERIALS:

1. (REQUIRED): Parsons, Oja & Ageloff, New Perspectives on Microsoft Excel 2003

Comprehensive, SECOND EDITION, Course Technology Publishing,

2005. ISBN 0-619-26815-8

2. (REQUIRED): Microsoft Excel 2003 software.

3. (REQUIRED): Selected data files –available from the Instructor Webpage (see link on course desktop) or click on link below.

[Link to download student data files](#)

The following, minimum hardware configurations will be necessary for you to access all course materials online:

Minimum PC Configuration:

Pentium processor
16 MB RAM
500 MB hard disk space

Minimum Mac Configuration:

120 Mhz. Power PC
16 MB RAM
500 MB hard disk space

15" color monitor	15" color monitor
28.8 Kpbs modem	28.8 Kpbs modem
500 MB hard disk space	Macintosh OS 7.5 or later
Windows 95	15" color monitor
CD ROM also highly recommended	CD ROM also highly recommended

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from [Netscape](#).
- Internet Explorer 4 or higher. This can be downloaded for free from [Microsoft](#)
- Word processing software
- E-mail software (included in most browsers such as Netscape)

POLICY REGARDING HONESTY:

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the Hocking College Student Guide applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification.
- B. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work.
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another.
 3. Improperly acquiring knowledge of the contents of an exam.
 4. Using unauthorized material during an exam.
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved.
 6. Obtaining academic material through stealing or other unauthorized means.
 7. Falsification of research findings and methodology.
- C. Cheating is unacceptable behavior in all HockingCollege courses. A student observed or found to be cheating on a test or assignment in this course will receive a zero grade for that assignment. A written report of the

incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will get a failing grade for that course.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the Student Guide found on the HockingCollege website (www.hocking.edu).

STUDENT INSURANCE COVERAGE:

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan.

Please see the Health Center (JL241) for information on costs, coverage, and how to enroll in the plan.

STUDENTS WITH LEARNING DISABILITIES:

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center/Office of Disabilities Services in JL 249 for special accommodations.

INSTRUCTOR CONTACT INFORMATION:

Office: JL 353 Phone: (740) 753-7167
Business Department Phones (740) 753-7201 or (740) 753-7204
Email address: NEWMAN_M@HOCKING.EDU

**HOCKING COLLEGE
EVALUATION OF THE STUDENT**

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COURSE NAME: MS EXCEL FOR

INSTRUCTOR: MARC NEWMAN

DATE PREPARED: FALL 2007

APPROVED BY: SUE CHIKI

The objective of the instructor is to help the student learn how to use the Excel software and, to a lesser extent, the Windows operating environment. The purpose of evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Certainly, the student should be aware at any point in time what his/her status is, in terms of accomplishment.

SPECIFIC FACTORS

1. LAB ASSIGNMENTS:

Students must complete ALL of the assigned work from each tutorial (that means whatever you have been instructed to do in the textbook, plus the review assignments and assigned cases). The completed files from the tutorials, review assignments and cases must be submitted via email attachment to the instructor.

Tutorial Assignments (this is the work you do in the tutorial chapters themselves).

Review Assignments (at end of tutorial chapter)

Cases (generally 2 at end of each tutorial chapter)

Lab Assignment List - The assigned lab work from each tutorial is worth 60 points total and will be graded on the following basis.

<u>UNIT 1: Microsoft Excel 2003 Level 1 Tutorials</u>	<u>SAVED FILES</u>
<u>POINT VALUE</u>	
<u>Tutorial 1: Pages EX1 to EX44</u>	Dalton
10	
Review Assignments (1-22)	Dalton 2, Dalton 3
10	
Case Problem 1	Altac1, Altac2
20	
Case Problem 2	Halley1, Halley2
20	
<u>Tutorial 2: Pages EX51 to EX82</u>	Budget1, Budget2
10	
Review Assignments (1-10)	Family1, Family2
10	
Case Problem 1	Chem1, Chem2
20	
Case Problem 2 (Req. 1-8)	Sales1, Sales2
20	
<u>UNIT 2: Microsoft Excel 2003 Level 1 Tutorials</u>	<u>SAVED FILES</u>
<u>Tutorial 3: Pages EX95 to EX135</u>	Sales1, Sales2
10	
Review Assignments (1-23)	Region1, Region2
10	
Case Problem 1	Frosti1, Frosti2

20	
Case Problem 4	Payroll1, Payroll2
20	
<u>Tutorial 4: Pages EX145 to EX187</u>	Vega1, Vega2
10	
Review Assignments (1-16)	VegaUSA1, VegaUSA2
10	
Case Problem 1	Park1, Park2
40	
<u>UNIT 3: Microsoft Excel 2003 Level 2 Tutorials</u>	<u>SAVED FILES</u>
<u>Tutorial 5: Pages EX195 to EX245</u>	Vehicle1, Vehicle2
10	
Review Assignments (1-14)	VehicleR, VehicleData
10	
Case Problem 1	CustLoans,
CustomerLoans 20	
Case Problem 2 (SKIP #7 & 12)	Faculty1, Faculty2
20	
<u>UNIT 4: Microsoft Excel 2000 Level 3 Tutorials</u>	<u>SAVED FILES</u>
<u>Tutorial 10: Pages EX459 to EX485</u>	Grill1, Grill2
10	
DO NOT DO REVIEW ASSIGNMENTS	
Case Problem 1	Auto1, Auto2
25	
Case Problem 2	Rooms1, Rooms2
25	

REMEMBER: TUTORIAL ASSIGNMENTS AND CASES ARE NOT OPTIONAL!

2. EXAMINATIONS:

There will be a series of quizzes in this course, each designed to coincide with the completion of the six (6) assigned tutorials (chapters) in the textbook. Each quiz consists of 20 multiple choice questions (for a total of 40 points per tutorial quiz) and will require students to actually apply what they have learned from the required review assignments and cases they have completed. Students are permitted to use books, notes and files prepared for class to help them on the exams. They are not, however, permitted to consult other students for help on the exams.

You are allowed one retake of each tutorial quiz. In that event, your grade for that quiz will be an average of the two grades you received for that tutorial. If you decide to retake a tutorial quiz, you must wait one day (24 hours) for the retake.

3. GRADING SCALE

Final grade are based on the average of the quiz grades and lab assignment grades and will then be assigned as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- NC = Below 60%

+ Or - may be placed on the final grade at the discretion of the instructor at the end of the quarter

It is important for you to get into a regular routine in completing the work for this course

4. POLICY REGARDING HONESTY:

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5. ACADEMIC GRADE APPEAL PROCESS:

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

6. STUDENT GRIEVANCE DUE PROCESS PROCEDURES:

Due process procedures for the College are located in the current Student Code of Conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.