

HOCKING COLLEGE

COURSE OUTLINE

COURSE NO: BUS 248 COURSE NAME: ADVANCED EXCEL FOR WINDOWS

CREDIT HOURS: 3 LECTURE HOURS: 1 LAB HOURS: 4

DATE: FALL 2008 PREPARED BY: STAFF

PREREQUISITES: ACC 100, BUS 247 APPROVED BY: SUE CHIKI

COURSE DESCRIPTION:

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This course is designed to acquaint the student with some of the possible Applications of the popular commercial software Excel. Through extensive labwork in Worksheet modeling, the student will learn how to apply concepts introduced in previous accounting and business, courses and develop a mastery of basic microcomputer skills.

COURSE OBJECTIVES:

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

1. Perform basic file procedures using a microcomputer
2. Create computerized worksheets to simplify basic accounting procedures
3. Construct computerized Worksheets to aid business decision-making
4. Use Excel macros to automate Worksheets

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 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

15" color monitor

28.8 Kpbs modem

500 MB hard disk space

Windows 95

CD ROM also highly recommended

Minimum Mac Configuration:

120 Mhz. Power PC

16 MB RAM

500 MB hard disk space

15" color monitor

28.8 Kpbs modem

Macintosh OS 7.5 or later

15" color monitor

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 Hocking College 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 Hocking College 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.