

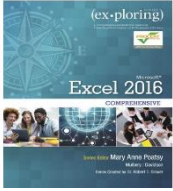
Course Syllabus

BOT 123—Level I

Microsoft Excel 2016 Comprehensive

FALL 2017 - ONLINE

Unit: 1



<u>Section</u>	<u>Instructor</u>	<u>Email</u>	<u>MyITLab Course ID</u>
0296	Jolene Lee	jolene.lee@gcccd.edu	Check your email

Note: BOT 123, 124, 125 (same book and access code for all three Comprehensive Excel classes)

COURSE DESCRIPTION

This Microsoft Excel course is the first level of a three-level course sequence. Students who complete all three courses will earn a Certificate of Competency from Business Office Technology Department at Grossmont College. This course also prepares students to take Microsoft Excel Core Certification examination or similar examination.

Microsoft Office Specialist: This course will help students prepare for the Microsoft Office Specialist core-level exam for Excel 2013 (exam 77-420) and Excel 2016 (exam 77-727).

This course will introduce to students spreadsheet terminology and the fundamental concepts of Microsoft Excel 2016, including identifying Excel window components, and navigating worksheets. Students will learn the basics of entering and editing data, writing simple formulas using functions, and how to save workbooks in Excel format and other formats. Students also learn how to apply formatting techniques to worksheet, create and edit charts, how to use absolute references, how to freeze rows and columns and how to use options of page setup to print the worksheet.

LEARNING OBJECTIVES

- Exploring the Excel Window
- Entering and editing cell data
- Creating formulas and display cell formulas
- Managing columns and rows
- Selecting, moving, copying and pasting data
- Applying cell styles, alignment, and font options
- Applying number formats, selecting page setup options
- Previewing and printing a worksheet
- Using Relative, Absolute and Mixed cell references
- Inserting basics functions such as sum, average, etc.
- Using Date functions such as TODAY () and NOW ()
- Inserting basic Math and statistics functions
- Determining results with the IF and PMT functions
- Using Lookup functions: VLOOKUP and HLOOKUP
- Selecting the Data Source and a Chart type
- Moving, sizing, and printing a chart
- Adding, editing, and formatting chart elements
- Applying a Chart Style and colors
- Modifying the data source
- Creating and customizing Sparklines
- Freezing rows and columns
- Printing large datasets
- Designing and creating tables
- Applying a Table Style
- Creating structured references in formulas
- Sorting and Filtering data
- Adding a Total Row, creating a new rule
- Applying Conditional Formatting

STUDENT LEARNING OUTCOMES

At the end of the course, students will be able to:

- Identify terminology and the fundamental concepts of Microsoft Excel spreadsheet
- Manipulate creates and formats, formulas and functions, datasets and tables, and charts
- Demonstrate of several Excel techniques and formulas to make their spreadsheets attractive and useful

RECOMMENDED PREPARATION

BOT/CSIS 096 (Computer Basics for the Office) or equivalent
BOT/CSIS 097 (Windows Basics for the Office) or equivalent
BOT 100 (Basic Keyboarding)

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities who may need accommodations in this class can notify the Instructor and contact Accessibility Resource Center (A.R.C.), formerly DSP&S, early in the semester so reasonable accommodations may be implemented as soon as possible. Students may contact A.R.C. in person in **Building 60-120** or by phone at **(619) 644-7112** (voice) or **(619) 644-7119** (TTY for deaf).

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

- English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or
- IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, 644-7387)

REQUIRED MATERIALS

Textbook:

EXPLORING: MICROSOFT EXCEL 2016, COMP -W/ACCESS CODE REQUIRED
By *POATSY* Publisher: *PEARSON*
ISBN **9780134573113**

MyITLab is a simulation online software that allows you to complete activities as they are done using the actual software.

MyITLab Access Code is accessible for most BOT Comprehensive courses. If you are taking more than one course at Grossmont College this semester, you only need to purchase the access code once for all your BOT Comprehensive courses. However, you would need to purchase the textbooks separately for each course.

At the Grossmont Bookstore, you can get the “bundled” package at a discounted price. The bundle comes with the textbook and the required MyITLab Universal Access Code. We have worked with the publishers to bring our students this deal. If you buy the textbook USED, you will have to purchase the MyITLab Universal Access Code separately.

SOFTWARE

You must have **Excel 2016** software for this class. You can get academic price at CollegeBuys.

Microsoft Office Professional Plus 2016 for Students (download version) \$39.99

Microsoft Office Pro Plus 2016 for Students with AntiVirus 2015 (download version) \$49.99

Here are the instructions:

1. www.foundationccc.org
2. Click on CollegeBuys
3. Select For Students
4. Choose either professional or pro plus
5. Follow the screen for your information

MAC USER

Mac Office 2016 do not include Microsoft Access and have a different interface/format for all applications (Word, Excel and PowerPoint). The textbook is not match

TIME COMMITMENT & RECOMMENDED SKILLS

This class will estimate 5 hours during each of the 8 weeks; for a total of 40 hours. Your time commitment will vary based upon your own level of experience with web technologies, reading, computer skills and time management.

You should have the following skills:

- Basic computer skills (sending and receiving email, file management, login to Blackboard and other website)
- Basic Internet skills (use of browser, uploading and downloading files, and open video files)

INSTRUCTOR COMMUNICATION POLICY

Please contact me through my district email at jolene.lee@gcccd.edu I will respond your email within 24 hours from Monday—Sunday. Evenings are best; Sunday responses are not guaranteed. If you do not hear from me a day or two, please email me again. (Sometimes emails get filtered out as spam.)

ATTENDANCE

You are **not** required to come to campus for this course. This class is 100% online distance learning. You should schedule at least 5-10 hours a week to work on this class to be successful. You will complete practice Hands-On Exercises in textbook, Lessons Training in MyITLab, Hands-On Exercises in MyITLab and Grader Projects in MyITLab. Final Exam **must be** completed by the due date. This section is only 8 weeks and not a full semester long. You must complete all of the assignments and final exam by **October 13 at 11:59 p.m.** for a grade to be issued for this course and no INCOMPLETE grades will be given. Your official grade will be on your record by **Monday, October 16.**

DROP POLICY

College policy allows instructor to drop students who have not showed up the first day of class. I will only drop you if you are not logging in Canvas by **Thursday, August 24 at 11:59 p.m.** If you cannot complete this course, you should officially drop yourself by using Web Advisor or stop by Admissions & Records before the final drop date. Failure to drop will result in a failing (F) grade on your transcript.

CLASS GRADE

Your course grade can be found by logging into your Blackboard. Any grades viewed in **MyITLab** are ONLY for the **MyITLab** assignments. Some of the assignments below require that you work directly in Microsoft Excel 2016, using the textbook, and some will be completed while you are in **MyITLab**.

GRADING SCALE

Points	Grade
90% above	A
80%--89%	B
70%--79%	C
60%--69%	D
59% below	F

Note: **NO INCOMPLETE GRADES WILL BE GIVEN**

TEST PROCEDURES

Exams will be conducted through online site. No make-up exams are allowed. The exams will be available for entire week and you should have enough time to take them.

Note: Final Exam is mandatory. Completing all assignments will NOT pass the course.

LATE ASSIGNMENTS

Assignments are due on Wednesday of each week. Any assignments submitted after Wednesday at midnight is considered late. Contact your instructor if you are not able to submit your assignments on time. Otherwise, the assignments will be marked zero.

ASSIGNMENTS

- Assignments are due on Wednesdays of each week. Submit all assignments via the Assignments link in Canvas and MyITLab. This 8-week course begins on **Monday, August 21** and ends on **Friday, October 13 by 11:59 p.m.**
- Follow Modules link carefully in Canvas for directions to complete the assignments.
- Before you begin working on your assignments, please read through the entire syllabus, email message from instructor, Announcements and Modules folder in Canvas.
- You may work ahead on any available assignments. The assignments will not be graded until the due date.
- Some assignments must click “Mark as Done” button, View or Submit Assignments before you can go to the next assignments.

ACADEMIC INTEGRITY

- You are expected to value learning and work honestly. This means you agree to complete and submit your own coursework. Do not share course files or materials with anyone. The penalty for a violation may range from a score of zero to being dropped from the course for all students involved.
- For questions about the college’s academic integrity policy, contact the office of the Associate Dean of Student Affairs. To view the policy, go to <http://www.grossmont.edu/campus-life/student-affairs/academic-integrity.aspx>

NOTE: Students who decide to share files with another classmate, both students will receive an F grade on the assignment and a referral to the Dean of Students Affairs office.

CANVAS LOGIN

Chrome Browser: <https://gcccd.instructure.com/>
Username: This is the same as your Web Advisor login name
Password: your 8 digit birthdate (for example: 07291990)
Your account is available one day after you register for a class

If you have trouble logging into Canvas, please contact Canvas help-line at 1-844-600-4953 (Grossmont students only).

MyITLab Technical Support 24/7: 844-292-7016

MyITLab 24/7 Chat: link in Canvas

MyITLab LOGIN: www.myitlab.com