

**Instructor** David Oxley  
appointment

**Office Hours:** Saturdays, 12-1, or by

**Phone:** (612) 335-1472 (Office)  
or (651) 491-0837 (Cell)

**Classroom:** SVE 205

**E-mail:** [Oxley@augsborg.edu](mailto:Oxley@augsborg.edu)  
announcements,

**Texts:** To be listed in Moodle, under

temporary version

it includes a text, case grader, and a

sometime

of Microsoft 2007. It should be available

during the first week prior to class.

**Supplies:** You need to have an AugNet account for this course. If you don't have one, please see IT Services, 2<sup>nd</sup> floor of Lindell library or call them at (612) 330-1044. You can access your AugNet account via the Web, and you can use your personal hard drive or other devices for backup. Your file space on AugNet is backed up regularly by IT and is a good place to store your files for this course. You also have a www folder for your personal Web site. We'll be using Excel 2007 a lot. You can purchase software using student discounts from [www.journeyed.com](http://www.journeyed.com).

Note: there is a 60 day free download of Office 2007 from Microsoft. The details are found at <http://office.microsoft.com/en-us/products/HA101741481033.aspx>

**Objectives:** The student who successfully completes this course can:

1. Explain and apply problem-solving approaches and steps commonly followed in business settings.
2. Describe how information technology can be applied to support decision-making.
3. Solve various business problems using information technology tools including the Internet, Web authoring tools, Excel, Access, and other software individually and in teams.
4. Use advanced features of spreadsheet software to aid in decision-making, including several built-in functions, macros, IF statements, Solver, Data Tables, and Scenario Manager.
5. Develop a unique application in Excel to aid in decision making.

**Evaluation:**

1.	Homework	40%
2.	Participation / Attendance	10%
3.	Exam 1	20%
4.	Exam 2	15%
5.	Final Project	15%

Final grades will be based on overall percentages with about 95% required for a 4.0, 90% for a 3.5, 85% for a 3.0, 80% for a 2.5, 75% for a 2.0, etc. Items including exams may have a “curve”.

**Approach:** Lecture, group activities, business cases, homework, focused demonstrations, and hands-on use of spreadsheet and other software to solve business problems. Students will work individually and in small groups to develop problem-solving skills.

**POLICIES:**

**Homework Assignments**

To reinforce understanding of various concepts and tools, students will do several homework assignments. Assignments are due at the beginning of class. We will be reviewing assignments in class, so late assignments will not be accepted unless approved at least 2 days before class. Any approved late assignments will be deducted a 20% penalty.

**Participation / Attendance**

Students are expected to actively participate in class by asking questions, working on in-class exercises, reviewing homework assignments, giving presentations, and sharing personal experiences related to the topics discussed. Students missing more than 3 in-class hours without a pre-approved excuse will have their final grades reduced by one grade (i.e. 4.0 to 3.5).

**Presentations**

Students may be randomly asked to review homework assignments and in-class activities. Students are also encouraged to share information they find related to the course, including new technologies.

**Makeup Tests**

Requests for makeup tests must be made in advance with the instructor. Either leave a phone message or send an e-mail message in case of a last minute emergency BEFORE a test.

**Use of Computers in Class**

We will be using computers a lot during class time. Students are expected to use computers only for activities related to class. It is too easy to become distracted or distract your classmates by surfing the Web or checking e-mails during class. Students found using computers for anything not related to class may have their grade reduced by 1% for each offense.

**Honesty**

Plagerism and cheating are serious offenses and will be punished by failure of an exam or assignment, failure in the course, and/or expulsion from the college. Students must do their own work. The CaseGrader software does include security and anti-cheating features. If you are having problems in the course, please talk to me. Students are encouraged to help each other, but you cannot do someone else's homework or assist them on exams. The skills you learn in the course should be very valuable to you, and being honest is even more important.

**DRAFT CLASS SCHEDULE (August 31, 2007)**

Note – I will provide an updated schedule as we receive the text and the class progresses.

<b>Date</b>	<b>Topic</b>	<b>Readings / HW Due</b>
<b>Sept 8<sup>th</sup></b>	Course introduction, class survey Introduction to Excel	Tutorials 1-2 HW #1
<b>Sept 22<sup>nd</sup></b>	Formatting, Charts and Lists	Tutorials 3-5 HW #2
<b>Oct 6<sup>th</sup></b>	Lists, Pivot Tables, and 3-D workbooks	Tutorials 5-6 HW #3
<b>Oct 20<sup>th</sup></b>	In-Class Case Activity, Review for Final Exam	Tutorial 7 HW #4
<b>Nov 3<sup>rd</sup></b>	Mid-term Exam	Project Proposal
<b>Nov 17<sup>th</sup></b>	Spreadsheets as Applications, Scenarios and What-If	Tutorials 8-9 HW #5
<b>Dec 1<sup>st</sup></b>	Solver and Data Input	Tutorials 10-11 HW #6
<b>Dec 8<sup>th</sup></b>	Final Exam / Course Surveys / Time for Project work	Tutorial 11 HW #7
<b>Dec 11<sup>th</sup></b>	Final Projects Due by 5 p.m.	

**Homework assignment #1: Personal Computer Assessment (50 points)**

Students often enter courses with a variety of skills, backgrounds, and interests. Your first assignment is to write a two page double-spaced paper using Microsoft Word that includes information on each of the following topics.

Introduction: A brief description of yourself, including career and personal interests. Please include a frank listing of goals you hope to fulfill by taking this class, as well as long term goals regarding computer and problem solving skills.

Experience: Please summarize computer related experience, including using the Internet, file organization, Web content creation, digital photography, using Excel and Access, etc. If you have online sites (i.e. My Space, Live Journal, etc), please include them as well. Also, please describe in detail Excel files you've created.