

INSTRUCTOR: Associate Prof. Kathy Schwalbe, 314B Memorial

OFFICE HOURS: 9:30-11 A.M. Tuesdays and Thursdays. Also available before and after class and by e-mail and appointment.

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WEB SITE: www.kathyschwalbe.com. You can find a lot of course-related information under the My Classes link for this course. I may also post answers to FAQs on our moodle site, if needed.

TEXTS: New Perspectives on Microsoft Excel 2007, Comprehensive and CaseGrader for Excel 2007, Course Technology. You can purchase both online from www.course.com. The bundled ISBN 1428329854 available in the bookstore includes both books plus an 180-day Office 2007 trial. You must use Excel 2007 for this course. Be sure to purchase books and software, if needed, BEFORE class starts and bring both books to class. We will do some classes virtually, so it's important to come to the first class. You must buy a NEW copy of the CaseGrader book to set up an account. We will use CaseGrader a lot. You can download student files for the Excel 2007 book from the publisher's Web site and/or copy them into your AugNet account at school, which we will do the first day of class.

SUPPLIES: You also need to have an AugNet account for this course. If you don't have one, please see IT Services, 2nd floor of Lindell library or call them at (612) 330-1044. You can access your AugNet account via the Web (under Utilities, NetStorage from augnet.augsborg.edu), 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 backup your files for this course. We'll be using Excel 2007 a lot and Access 2007 for just one class. Your text includes a 180-day trial of Office 2007. You can also get a 60-day trial version of Office 2007 free from www.microsoft.com/office or use the school's computers to do assignments, if needed.

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, Word, PowerPoint, Excel, Access, and other software individually and in teams
4. Understand basic information about Office 2007 and capabilities of each application
5. Demonstrate advanced spreadsheet skills by using features to aid in decision-making, including several built-in functions, macros, IF statements, Solver, Data Tables, and Scenario Manager
6. Develop a unique business scenario and application in Excel to aid in decision making
7. Understand basic database concepts and use Access to write simple queries and reports

APPROACH: Lecture, group activities, business cases, homework, online homework submissions via CaseGrader, focused demonstrations, and hands-on use of software to solve business problems. Students will work individually and in small groups to develop problem-solving skills.

EVALUATION:	1. Homework	45%
	2. Presentations	5%
	3. Exam 1	25%
	4. Exam 2	25%

Final grades will be based on overall percentages with about 94% 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.

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 and online, so **late assignments will not be accepted unless approved at least 2 days before class**. If you have to miss class, e-mail your homework to me by the due date and time. Most of the homework will be graded automatically with CaseGrader, so you do not have to come to class to submit those. Each homework assignment is worth 100 points unless noted otherwise.

Participation:

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. We will not meet physically for every class, as noted in the schedule, so it is important to attend the classes where we do meet.

Presentations:

Students will 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 sample applications and new technologies. Each student will also give a presentation (worth 5% of the total grade) of his/her final Excel project.

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 and Technology 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 emails during class. Students found using computers for anything not related to class (breaks excluded) will have their grade reduced by 1% for each offense. Students are also expected to turn off their cell phones and music devices during class.

Honesty:

Plagiarism and cheating are serious offenses and will be punished by failure on an exam or assignment, failure in the course, and/or expulsion from the college. For more information, refer to the "Academic Honesty" policy in the student catalog. 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.

Free Tutoring:

Free tutoring is available. Contact Ross Murray at murray@augsborg.edu.

Homework Assignments

For HW1, the only hard copy assignment, be sure to put your name on every page and staple or assemble it so it stays together. If you have to miss class, you can email it to me. Other homework will be graded automatically using CaseGrader. You should go through the Tutorials in the big Excel book BEFORE doing the CaseGrader assignments. You can submit your CaseGrader assignments up to four times, and the software will tell you your score and if/where you missed points immediately.

HW1: Getting Started with Office 2007 and Excel (100 points)

Since students often come into courses with a wide variety of skills and backgrounds, your first assignment will be to write about yourself and what you already know about different topics we will cover in class. You will also read/do the first two chapters of the text and comment about what you learned and already knew. **Write a 2-page double-spaced paper** using Word or other word processing software that includes a paragraph on each of the following topics for items 1-4. Number and label each paragraph as shown (i.e. 1. Introduction, 2. Basic Computer Experience, 3. Excel and Access Experience, and Office 2007 Basics). For item 5, print your worksheet pages as directed in the text.

1. Introduction: A brief description of yourself, including your career and personal interests and anything I should know to improve your learning and performance in this class. (5 points)
2. Basic computer experience: A summary of your knowledge and experience using the Internet, using email and word processing software, creating Web pages, using digital photography, etc. If you have a Facebook or MySpace or Blogger or similar accounts, list the urls. Also describe what computer hardware/software you will be using for this class (i.e. a laptop with Windows XP and Office 2007, school computers, etc.). (5 points)
3. Excel and Access experience: Describe your experience using Excel or other spreadsheet software. Describe in detail some of the Excel files you have created. Also describe any experience you have using Access. (5 points)
4. Office 2007 Basics: Read the first chapter in your main text called Getting Started with Microsoft Office 2007. You do not have to perform the steps, but you can if you like. Summarize the main things you learned from this chapter. Document how long it took you to do this part of the assignment. Also document how long it took you to do the last part, #5 below. (35 points)
5. Excel Tutorial 1. Read the chapter **and perform the steps** in the Excel Tutorial 1 called Getting Started with Excel. Print out your final worksheets, as described on p. EX 45. (50 points)

HW2: CaseGrader 2 and 3 (100 points each)

You should go through the Tutorials for Excel 2 and 3, then do CaseGraders 2 and 3.

HW3: CaseGrader 4 (100 points)**HW4: CaseGrader 7 (100 points)**

HW5: CaseGrader 8 (100 points and Excel Application proposal for HW6 (50 points -see description below)

HW6: Excel Application. Here's your chance to demonstrate your creativity and Excel knowledge!

Part 1: Due on 3/15: Write a two-page proposal (**50 points**) for creating a unique Excel application to showcase your problem-solving and Excel skills. See the sample projects done by past students on our class Web page and in my public folder for this class, cases in the back of chapters, and the additional cases after Tutorial 12 for ideas. You should skim chapters we have not covered yet and ask around for ideas. Your boss, friends, or colleagues might have ideas. You can totally make up data, also, but try to make the application useful. In the proposal, include the following:

Page 1:

- Your name
- Name of the Excel application
- Paragraph describing what problems it helps to solve and key features of Excel used and why (i.e. key formulas, functions, data tables, charts, macros, etc.).
- Name of each sheet and what it does. (Note: You must include a main sheet for the project that includes the application name, your name, the date, and macro buttons that go to the other sheets), a Help sheet to describe to a user what the application does and how to use it, and at least four other sheets. Be sure to include at least two sheets that emphasize Excel features you learned after Chapter 8, such as data tables, Solver, importing data, etc. Each sheet (besides the Home and Help sheets) should be about as complex as each previous HW that you did.

Page 2: By hand, sketch the main sheet and other sheets.

Part 2: Email a copy of your completed Excel application final file to me and put a copy in your public folder on AugNet. Below are the grading criteria (**250 points**):

- a. Has a main sheet called Home with buttons and macros that work. Also has buttons and macros on other sheets to go back to the Home sheet. (50 pts)
- b. Has a good Help sheet that clearly describes how to use the application and what it does. (25 pts)
- c. Has at least 4 other well-labeled sheets with meaningful information and explanations, as needed (100 pts)
- d. Includes data validation (must make sense, too) (50 pts)
- e. Is formatted well (i.e. currency for dollar amounts, bolded/colored headings, borders, good use of color, easy to read, etc.) (25 pts)
- f. All formulas and features work properly and demonstrate your mastery of Excel. Formulas should be more complex than simple addition and such. Try some IF statements, vlookups, other functions, etc. (100 pts).

Extra Credit HW: Up to 100 points (Note: 100% is the maximum HW score). Do CaseGrader 9.

DRAFT CLASS SCHEDULE

Note: Students should do the readings and homework before class. CaseGrader scores will be logged at the start of class, even for virtual class dates. You can submit your CaseGrader assignments up to four times.

Date	Topic	Readings	Homework Due
Jan 12	Course introduction, introductions with PowerPoint and Web sites, Office 2007 overview, File management, Excel intro (using handout), CaseGrader intro	Getting Started with Microsoft Office 2007 and Excel Tutorial 1	HW1
Jan 26	Virtual class. Go through the Tutorials and do the HW on your own time.	Excel Tutorials 2 and 3	HW2 (CaseGrader 2 and 3)
Feb 2	Excel chapters 5 and 6	Excel Tutorial 4	HW3 (CaseGrader 4)
Feb 16	Exam 1, CaseGraders 5 and 6 will count toward the exam, 10 points each, due before class Note: Classes end at 11:30 for convocation		
Mar 1	Virtual class. Go through the Tutorials and do the HW on your own time.		HW4 (CaseGrader 7)
Mar 15	Review project proposals Summary of chapters 8-11 and Access intro	Chapter 7-8	HW5 (CaseGrader 8 plus project proposal)
Mar 29	Exam 2, CaseGraders 10 and 11 (not steps 5-8 or 12-14 for Chapter 11) will count toward the exam, 10 points each, due before class) Presentations		HW 6 (Excel application project), Extra Credit HW due (CaseGrader 9)