

Instructor: Matthew Van Zant

Office Hours: Available one-half hour before class, and e-mail.

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Location/Time: Sverdrup 201 – Starts 04/04/10 - Saturday Mornings 8:00 A.M. - Noon

Texts: Please Read Carefully – You must use Excel 2007 for this course.

1. New Perspectives on Microsoft Office Excel 2007, Comprehensive, 1-4239-0585-7
2. CaseGrader MS Office Excel 2007, 1-4239-9823-5, Course Technology

Be sure to purchase books and software, if needed, BEFORE class starts and bring both books to each class.

You will need access to the Internet and the use of a Windows® PC or laptop (with Office2007) to work on assignments outside the classroom.

A NEW copy of the CaseGrader book is required to set up an account. We will use CaseGrader for online homework assignments. You can download student files for the Excel 2007 book from the publisher's Web site and copy them into your AugNet account. We will do this the first day of class.

Supplies: You will need an AugNet account for this course. Please contact IT Services in Lindell library or call them at (612) 330-1400. You can access your AugNet account via the Web and you can use your personal USB drive for backup. Your file space on AugNet regularly backed-up and is a good place to store your files for this course.

You can also purchase Office 2007 software using student discounts from www.journeyed.com.

There is also a free 60-day Office 2007 download available from Microsoft:
<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

Approach: Lecture, group activities, business cases, homework, online homework using 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	40%
2. Project	15%
3. Exam 1	20%
4. Exam 2	15%
5. Participation/Attendance	10%

Final grades are 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.

Note:

I reserve the right to modify the course requirements, assignments, grading procedure, and policies as circumstances dictate.

Policies:

Homework Assignments:

To reinforce understanding of concepts, students will do several homework assignments. Assignments are due at the beginning of class. We will review assignments in-class. Late assignments will not be accepted unless approved at least 2 days before class. Any approved late assignments will be assessed a 20% penalty.

Participation/Attendance:

Students are expected to participate in class by asking questions, working on in-class exercises, reviewing homework assignments, and sharing personal experiences relating to class topics. 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). If you cannot make it to class, please send me an email.

Presentations:

Students may be asked to review homework assignments and in-class activities. Students are encouraged to share information related to the course, including discussion of technology.

Makeup Tests:

Any requests for makeup tests must be arranged in advance. Please send an e-mail message in case of a last minute emergency BEFORE a test.

Use of Computers and Technology in Class:

We will use computers during class to work on Excel cases. Students are to use computers for course-related activity. It can be distracting for you and your classmates to surf the Web or check email during class. Students found using computers for anything not related to class, will have their grade reduced by 1% for each offense.

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 includes 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 another student’s homework or assist on exams. The skills you learn in the course should be valuable to you, and being honest is even more important.

Homework Assignments

HW1 is the only hard copy assignment. Be sure to put your name on every page and staple it together. Subsequent homework will be graded automatically online using CaseGrader. You should do each case Tutorial in the Excel text **BEFORE** doing the CaseGrader assignments. You can submit each CaseGrader assignment up to four times. The software will calculate your score and indicate where you missed any points immediately. CaseGrader 1 is for practice and will not count towards your grade.

HW1: Getting Started with Office 2007 and Excel (100 points) - Due at 2nd Class Meeting

Your first assignment is to write about what you may already know about topics we will cover in class. You will also read/do the first two chapters of the text and comment about what you have 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. 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 experience in this class.

2. Basic computer experience:

A summary of your knowledge and experience using the Internet, email, word processing software, creating Web pages, using digital photography, etc. Also, describe what computer hardware/software you will be using for this class (laptop with Windows XP and Office 2007, school computers, etc.).

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.

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 what you learned from this chapter. Document how long it took you to do this part of the assignment and document how long it took you to do the last part, #5 below.

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. Use print preview before printing.

Draft Class Schedule:

Students will do the readings and submit homework before class. CaseGrader grades are recorded at the start of class. You can submit your CaseGrader assignments up to four times.

Date:	Topic(s):	Readings:	Homework Due:
Sat. 04/04	Course introductions with PowerPoint and Web sites, Office 2007 overview, File management, Excel intro (using handout), CaseGrader intro	Getting Started with MS Office 2007 and Excel Tutorial 1	
Sat. 04/18	Excel Chapters 2 & 3	Excel Tutorial 2 Excel Tutorial 3	HW1 Hard Copy Assignment
Sat. 04/25*	Excel Chapter 4	Excel Tutorial 4	CaseGrader 2 CaseGrader 3
Sat. 05/09	Excel Chapters 5 & 6	Excel Tutorial 5 Excel Tutorial 6	CaseGrader 4
Sat. 05/16*	Exam 1 CaseGraders 5 & 6 count toward the exam. Excel Chapter 7 & 8	Excel Tutorial 7 Excel Tutorial 8	Exam 1 CaseGrader 5 CaseGrader 6
Sat. 06/06	Excel Chapter 10 & 11 Projects	Excel Tutorial 10 Excel Tutorial 11	CaseGrader 7 CaseGrader 8
Sat. 06/20	Exam 2 CaseGrader 10 and 11 (not steps 5-8 for 10 or 12-14 for Chapter 11) will count toward the exam Projects	Projects Due	Exam 2 CaseGrader 10 CaseGrader 11

* Back-to-Back Classes