



## EXCEL 2 SYLLABUS – BUS 234/CIS 234 – Spring '24

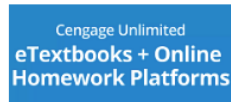
This is an 8-week advanced Excel course, April 1 – May 24. The best way to reach me is on the class blog or in Zoom office hours. Excel 1 is strongly recommended before Excel 2.	
CRN#:	40956 (for BUS 234) or 40957 (for CIS 234)
Last Day to contact instructor:	Send email to <a href="mailto:maryann.watson.excel@gmail.com">maryann.watson.excel@gmail.com</a> by Monday, April 1, to check in for class. Otherwise, you will be dropped as a 'no show'.
Instructor:	Maryann Watson, Professor, Computer Information Systems
Office on campus:	MBCC 106
Online Office Hours:	Mon/Wed, 11:30am-12:30pm and Wednesday evenings, 6:00pm-8:00pm Zoom link will be sent to your personal email address in the first week, and then it will be posted on the class blog.
E-Mail:	<a href="mailto:maryann.watson.excel@gmail.com">maryann.watson.excel@gmail.com</a> - Please put CRN# for your class in the subject line and sign emails with your full name.
Website:	<a href="https://watsonswbsite.com/">https://watsonswbsite.com/</a>

### Course Description:

- Last page of syllabus has step-by-step instructions for how to proceed after reading the syllabus.
- Excel 2 **DOES NOT** USE CANVAS except as explained below.
- SAFARI browser should not be used for Excel 2. Chrome browser works best.
- A personal computer is required for this course. Chromebook computers do not work for this class.
- This course requires Office 365 for Windows computers. However, if your version of Office 365 does not have Microsoft Access software (required for Excel 2), you may use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. (More info about this is on page 4.)
- Office 365 for Mac computers works for most things covered in this class. However, Office 365 for Mac **does not** have Microsoft Access. Therefore, you must use Canvas for "AppStream Virtual Desktop" for Office 365 software on campus. (More info about this is on page 4.)
- Use my [website](#) for information about this course.
- This course is worth 2 transfer units and may be taken for [GRADED OR CREDIT OPTION](#). Questions? Call the OCC Registration Office on campus for information: 714.432.0202.
- There is no 'test out' for this course.
- Students may spend 6 or more hours per week on this course for reading and completing assignments. Students' reading and comprehension abilities will affect how much time is spent each week.
- College-level reading & comprehension ability is expected. Time involved depends on your reading and comprehension ability.
- Keyboarding skill of 30 wpm with no more than 1 error per minute is strongly recommended. If you need to learn touch typing with the 'real' keyboarding skill, register in CIS 090 ASAP.
- Use your personal email address for this class. School email with domain @student.cccd.edu IS NOT used for this class.
- Excel 2 is an advanced Excel course. Students must know the equivalent of what is taught in the Excel 1 course.
- If you did not take the Excel 1 class at OCC, click on this [online Excel 1 assessment link](#) to determine your Excel skill level. A 70% score or higher indicates you are ready for Excel 2.

- Topics include templates, importing data, advanced formatting, trendlines, PivotTables and PivotCharts, auditing, data validation, complex problem solving, macros, VBA, and collaboration.
- All students must purchase text materials. (See page 2.)
- The course helps prepare students with skills to pass the [Microsoft Office Specialist Certification](#) exam for MS Excel, Associate level.
- CIS 234 is the same as BUS 234.
- Click here for [important OCC Dates](#).

**Textbook Information: PURCHASE [Cengage Unlimited](#).**



- The materials required for this class and any others using Cengage products at OCC are included in a Cengage Unlimited subscription for eTextbooks + Online Homework Platforms.
- For one price (currently \$129.99), you get access to ALL Cengage online textbooks, and access codes, in one place.
- Cengage Unlimited will allow you to use an ebook version of the textbook and the SAM digital product for assignments.
- After purchasing CU and joining the Excel 1 SAM section, you will have a link available for renting a hardcopy of the textbook associated with the class. Only shipping/handling is charged for rentals (approx. \$10). It is easier to work on SAM textbook assignments if you have a hard copy of the text, but many students multitask with 2 screens – 1 for ebook and 1 for applications.
- The OCC Bookstore sells Cengage Unlimited or go to [cengage.com/unlimited](http://cengage.com/unlimited) to purchase. However, Bookstore price may be higher, so check Cengage website first.
- The OCC Library and the MBCC Computing Center have books on loan but you are not allowed to take them home.
- If you are enrolled in CIS 111, CIS 100, or BUS/CIS 234, you only need to purchase 1 subscription for Cengage Unlimited.

1. Subscribe to [Cengage Unlimited](#). Use your personal email address and password for your Cengage account.

2. There is 1 ebook to add to your Cengage Library:

**NOTE: The same ebook is used for Excel 2 as was used for Excel 1.**

a) Freund/Starks - Shelly Cashman Series® <u>Microsoft® Office 365® &amp; Excel 2019 Comprehensive</u>	<b>ISBN 9780357026403</b>
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3. There is 1 digital product in Cengage Unlimited.

b. SAM digital product access code (SAM means “Skill Assessment Manager”). <b>Do not sign up for SAM early. SAM is not needed until week 2.</b>	<b>ISBN 9780357366653</b>
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2. For no additional cost, only 1 Cengage Unlimited subscription is needed for [all courses at OCC where Cengage products are assigned](#).

3. Financial Aid students may purchase access code for Cengage Unlimited from the college bookstore.

4. Additional Required Materials for this class: USB storage device, 1G or bigger.

5. [Click here for detailed handout regarding text materials.](#)

Instructor reserves the right to make changes as deemed necessary and appropriate. Instructor is not responsible for lost data.

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### Course Objectives:

Students will attain a solid understanding of computer concepts, the Internet, & software applications by:

1. Create templates and work with multiple worksheets and workbooks.
2. Link Excel worksheets to Word documents and web discussions.
3. Use macros and Visual Basic for Applications (VBA) with Excel.
4. Perform formula auditing, data validation, and complex problem solving.
5. Import data and route changes.
6. Create PivotCharts, PivotTables, and Trendlines.
7. Create a PivotTable list web page using Excel

### Student Learning Outcomes – The student will be able to:

1. Use Excel to create spreadsheet workbooks using advanced software features for templates, macros, data validation, complex problem solving, importing data, PivotCharts, Pivot Tables, and Trendlines.
2. Analyze data using Solver and Trendlines.
3. Manipulate data using PivotCharts and PivotTables.

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### Teaching Methods:

1. **Lecture/Practice:** Students follow weekly schedules to read and practice important material from the text and outside sources. Some video instruction is provided. Discussion on class blog is encouraged. Outside material relevant to topics being covered may be provided as appropriate.

**NOTE:** Video links will be provided in weekly schedules to enhance the learning experience for the material covered during the week. Since my lecture/demos are not recorded, the video links should be especially helpful for online students.

2. **Assignments:** Chapter activities and SAM (Skills Assessment Manager) online activities will be assigned weekly to reinforce material in the text. SAM assignments require using online (1) training simulations, (2) projects, and (3) exams. Weekly schedules will tell students what the assignments are and when to do them.
3. **Exams:** All exams are online in SAM. The exams will be open-book and will be simulations of material learned. One (1) exam will be multiple choice online in SAM. Practice exams in SAM will be provided to help you become familiar with online assessment procedures. (Practice exams ARE NOT graded.) The instructor reserves the right to retest on material that is not appropriately comprehended. Retest items will be communicated to student(s) in advance.

### Grading:

SAM Training	20%
SAM Project Assignments (including textbook projects)	20%
SAM Exams	60%
<b>TOTAL:</b>	<b>100%</b>

Even if you are taking this class for [pass/no pass credit](#), you are responsible for all assignments including text assignments, SAM training, SAM projects & SAM exams.

\*SAM means “Skills Assessment Manager”. It is an online digital program for training simulations, projects, and exams.

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## Course Policies:

You will need to make sure your computer is set up to view and use my website and for using SAM.

- **Excel 2 DOES NOT USE CANVAS EXCEPT FOR “APPSTREAM VIRTUAL DESKTOP”.**
- Go to <http://www.whatismybrowser.com/> to have your browser checked. You must update your computer browser accordingly. All browsers should work for this course but if you run into trouble with one browser, try another browser.
- SAM [System requirements check.](#)
- Become familiar with my [website](#). There is a lot of information on my website for you to use.
- SAM help just for Excel students: [Cengage Dedicated Support for Excel Classes at OCC.](#)
- Call Cengage Support if you have trouble with SAM. 1 (800) 354-9706
- Watson’s Browser Rule: If something doesn’t work in one browser, try another browser.

## Attendance and Participation:

You are expected to participate every week by following instructions in the weekly checklists.

- **It is your responsibility to follow the weekly assignment checklists.**
- Weekly assignment checklists are posted on my website.
- You are expected to complete your assignments and turn them in every week. This is how class ‘attendance’ is monitored – even though this may be an online class. If you do not turn in the weekly assignment(s), you will be considered ‘absent’.
- It is your responsibility to communicate with me regarding your ‘attendance’. **If you miss 3 weeks of work, you may be dropped; BUT DROPPING IS ULTIMATELY YOUR RESPONSIBILITY.**
- **It is also your responsibility to keep track of your work.**
- The syllabus and weekly checklists for assignments are subject to change to accommodate the pace of the class group.
- Please be considerate of others and do your part to make this class a success: be prepared and be ‘on time’.

## Software for Excel:

- This class is intended for Windows computers and Office 365 for Windows software. The ‘paid for’ Office 365 subscription works best because it includes MS Access. If you are using the ‘free’ version of Office 365, it does not have MS Access.
- If you do not have Office 365 software, use “AppStream Virtual Desktop” in Canvas for Office 365 software on campus.
- MAC users must have Office 365 for Mac. If you do not have Office 365 for Mac, use “AppStream Virtual Desktop” in Canvas for Office 365 software on campus.
- Office 365 for MAC does not have Microsoft Access. Therefore, MAC users will need to use “AppStream Virtual Desktop” in Canvas for Office 365 software on campus when it comes time to use Microsoft Access with your Excel assignments.
- Whatever does not work on your home computer, use “AppStream Virtual Desktop” in Canvas for Office 365 software on campus.

### **RELIABLE High Speed Internet Required.**

- Students must have access to a high speed, reliable Internet connection for home use.
- Home users must hard wire computers to a modem to prevent dropped signals.
- **DO NOT USE WIFI FOR SAM EXAMS.**
- If you are dropped out of a SAM exam or quiz, you will receive the grade as determined at that point in time.
- **Crashed computers or software problems are not excuses for late or missing assignments, quizzes, or exams.**

### **No Printing Policy:**

- **NO PRINTING** for this class.
- Back up all files by saving them in the Documents folder on your home computer and to a USB disk or back them up to the cloud. Cloud computing & storage is introduced in Week 1.
- You should have two copies of your files in two separate places at all times.
- Do not work in the cloud. Just save files to the cloud for backup.

### **Assignments:**

- There are two kinds of assignments:
  - 1) Textbook assignments, and
  - 2) SAM assignments.
- Weekly assignment schedules tell you when to download subject folders to use for saving your textbook assignment files and your SAM Project assignment files.
- Textbook assignments are graded by SAM. SAM assignments are graded by SAM.
- Textbook assignments and SAM Project assignments are saved in associated subject folders. (Excel assignments saved in Excel folders; Access assignments saved in Access folders; etc.)
- Folders are due every Wednesday night by 12:00pm. Weekly assignment schedules tell you the due dates for turning in the folders.
- All students will be given access to share a folder in my Google cloud drive. This is where you turn in your folders every week (like a dropbox).
- No exceptions will be made.

### **Follow Weekly Assignment Schedules:**

- Weekly assignment schedules are on Watson's website. The weekly schedules list the dates for each week, the week number in the semester (i.e. week 1, week 2, etc.), topics covered in the week, assignments for the week, and due dates.
- Weekly assignment schedules are checklists for students to use to check off completed assignments.
- Even though there is a 'no printing' policy in this course, **students must print the weekly schedules and use the checklists.**

### **Due Dates:**

- Due dates for assignments are listed in the weekly assignment checklists.
- Due dates for SAM assignments are also listed in SAM.
- Late work is not accepted.

### Academic Dishonesty:

- Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in the course; and/or expulsion from Orange Coast College.
- For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each student, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.
- Students may not use or copy other students' files. You may 'work together' on graded assignments but you must do your own work.
- If you use other students' files, this is CHEATING and is cause for an F grade and expulsion from the course and/or OCC.

### Need for Assistance:

- If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it or which will require academic accommodations, please notify me as soon as possible.

### Posting of Grades:

- SAM grades are always available and listed in the SAM gradebook.
- Aside from the SAM Gradebook, there is an Excel spreadsheet for recording all of your SAM grades. The spreadsheet will show your accumulated grade as you proceed through the course.
- SAM grades are worth 90% of your final grade.
- Text assignments are part of your participation grade and part of your SAM Project average.
- See page 3 of syllabus for assignment weights.

\*SAM means "Skills Assessment Manager". It is an online digital program for training simulations, projects, and exams.

### Email:

- Only personal email is used for this class. Gmail works best, but Yahoo, Hotmail, and Outlook should also work. Other email addresses do not work for what is needed in Excel 2.
- If you do not already have a Gmail address, click the link and follow instructions for [creating a special Gmail email account](#) just for this class.
- Only send email to check in for the class and to communicate with me regarding personal matters. Otherwise use the class blog. See below.
- OCC student email IS NOT used for this course.
- Email me at [maryann.watson.excel@gmail.com](mailto:maryann.watson.excel@gmail.com) from your personal email address or your newly created Gmail address on the first day of class to check in.

### Class Blog:

- [Blogger](#) is used for questions and discussions.
- AFTER CLASS BEGINS, DO NOT EMAIL GENERAL CLASS QUESTIONS TO THE INSTRUCTOR. Use Blogger for your questions so that other students will have the opportunity to see my answers and to answer questions, too.

### Other Policies:

There may be other Orange Coast College policies that apply to this course. [See Course Catalog.](#)

Cont'd on next page...

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## How do you proceed from here?

1. This is the link to my website. Go to the site and add it to your favorites or bookmark it.  

<https://watsonswbsite.com/>
2. Click on links on my homepage to familiarize yourself with the website and where to find things for Excel 1.
3. If you have not done so, click here to watch a short presentation about the class: [Excel Orientation link](#).
4. Read [Re Assignments](#).
5. Can't find Week 1 assignments?
  - a) Go to my homepage.
  - b) Scroll down to the 'Weekly Checklists for Assignments' box.
  - c) Click on your class link.
  - d) Click on Week 1.
  - e) Open Week 1 assignment checklist. (Checklists are in 2 formats: Word docs or PDFs. Use one or the other but not both. They are the same.)
  - f) Save the checklist to your Documents folder or USB drive.
  - g) Follow all instructions in the Week 1 checklist. Check off assignments as you complete them.
  - h) Complete all preparation tasks listed in the Week 1 assignment checklist before proceeding to Week 2.
6. Read the [SAM](#) page on Watson's website. **PLEASE, do not create your SAM account now.**
7. Click on the [Folders](#) link on the homepage. Read the information and click on the links to read about the folder procedure.
8. Click on the Excel 2 link in box 3. Then download the 'Excel Module 7' folder.
9. [Unzip](#) the Module 7 folder.
10. Label the unzipped folder according to my [labeling procedure](#).
11. Delete the zipped folder. (DON'T DELETE THE UNZIPPED FOLDER.)
12. After you have your folder downloaded, unzipped, and labeled, click on the Assignments link on my homepage and begin with Week 1 assignments.
13. QUESTIONS? Post them on the class [blog](#). (Check your personal email for the blog invitation.)