



Business Information Technology

Learn to use computers to get a good job in business!
Pasadena City College, Fall 2013

Syllabus



BIT 133A Microsoft Excel Level 1
Section 0872

Instructor: Alicia Vargas, Professor
Contact: Email: axvargas@pasadena.edu or in Canvas Phone: 626-585-7551
Conference Hours: Tues/Thurs 11 am – Noon, online
 Tuesday 4-7 pm, R302B
 Wednesday 4 – 5:30 pm, online

Class Schedule—This is an 8-week Course

Week 1 Tuesday, October 22	<ul style="list-style-type: none"> Obtain the textbook and any necessary access codes, determine on what computer and location you will complete your work, and get any other required materials. Complete Check-In Assignments in Canvas to confirm attendance and participation.
Week 2 Tuesday, October 29	<i>Introduction to Microsoft Office 2013 Features</i>
Week 3 Tuesday, November 5	<i>Excel Chapter 1 Creating a Worksheet and Charting Data</i>
Week 4 Tuesday, November 12	<i>Excel Chapter 2 Using Functions, Creating Tables, and Managing Large Workbooks</i>
Week 5 Tuesday, November 19	<i>Excel Chapter 3 Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools</i> NOTE: Office Features and Excel chapters 1 and 2 assignments will NOT be accepted after this date!
Week 6 Tuesday, November 26	<i>Excel Chapter 4 Use Financial And Lookup functions, Define Names, Validate Data, and Audit Worksheets</i>
Week 7 Tuesday, December 3	<i>Excel Chapter 5 Managing Large Workbooks and Using Advanced Sorting and Filtering</i>
Week 8 Tuesday, December 10	Final Exam (Assessment of Student Learning Outcomes)

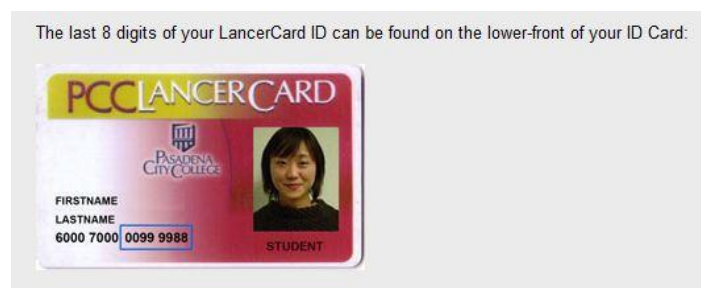
Answers to Your Frequently Asked Questions About Online and Hybrid Business Tech Courses

How do I begin my online/hybrid Business Tech course?

If your course is hybrid, be sure to attend the first class meeting and all other scheduled classes. For the online portion of the course, there are 7 steps to begin:

1-Know your LancerPoint Login: For information, go to: <https://login.pasadena.edu/>

Your LancerPoint ID number is the 8-digit number assigned to you in the LancerPoint system. It is the last eight numbers that appear on your LancerCard identification card.



For information about your LancerPoint Username and Password go to:

<https://login.pasadena.edu/faqs.html>

2-Log in and learn how to use Canvas: Your online class is offered through PCC's online course management system called *Canvas*. You must become familiar with Canvas and then access your course during the first week of the term so that you are not dropped as a "No Show." Go to:

<http://online.pasadena.edu/>

Under **Start Now**, click **Starting Your Class**, and then follow the six steps. **Be sure to complete Step 5**—these Canvas demonstrations and videos will be VERY helpful to you in using the online system. When you are ready to begin your course, at the top of the screen, click **Canvas Login**




You can also access Canvas directly from: <https://canvas.pasadena.edu/login>

3-Register your attendance in the course by completing, in Canvas, the assignments labeled as *Check-In Assignments* so that you will not be dropped from the course: You must complete all assignments in Canvas that your instructor has labeled *Check-In Assignments* in order to be considered as "showing up" for the course. If you do not complete these

assignments, you may be dropped as a “No Show,” and your “seat” will be given to another student. To complete these *Check-In Assignments*, all you need is the Syllabus and Course Information Sheet. The official college rules on the college website state “just logging in to your course doesn’t count.”

STEP 6 **On the first day of class:**

- Log in to your course.
- Look around the classroom to get a feel for where things are & how the course is structured.
- Print & read your **Syllabus**.
- Look for **Announcements**.
-  Complete your **Course Check-In Assignment** (just logging in to your course doesn't count, you'll need to **actively participate**).
- Email your instructor if you have any questions or concerns.

4-Determine where you will store your work and buy a USB flash drive if necessary: If you plan to complete any of your work on campus, then you must store your work on a USB flash drive so that you can upload, download, access, and store from any computer. If you plan to complete all of your work on the hard drive of your own computer, you do not need a flash drive. However, frequently students decide to bring work to R202 for assistance, and if you do so, you will need to transfer your work to a flash drive so that you can bring it with you. You can also bring your own laptop to R202; Internet access is available.

5-Determine if you will work on campus or on your own computer—or both: You can use your own computer or use the computers in the Business Tech lab in R202. If you are working in the Business Tech lab, you must have your Lancer ID card and a USB flash drive. Lab Assistants are available to assist you and one copy of each textbook is available for reference. The hours for the Business Tech lab are:

Monday-Thursday
9 a.m. – 8 p.m.

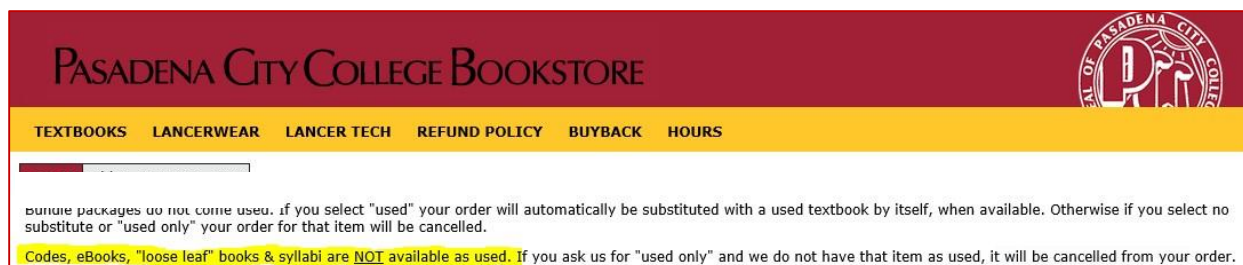
Friday 9 a.m. – 1 p.m.

Saturday 9 a.m. – 12 noon

6-Be sure you have Internet access—Internet access is always available in R202 and the D Building open labs: You will need Internet access to submit your work, communicate with your instructor, and to obtain some of the materials for the course. For some courses, you must be connected to the Internet to complete assignments.

7-Buy the textbook and any other required access codes or materials: Per the Pasadena City College Catalog, “*Students are required to buy books needed for courses.*” Many Business Tech courses require access codes to use the instructional materials, complete web-based assignments, and to take web-based tests.

Per the bookstore website, "codes and eBooks are NOT available as used." If a course requires a code, you cannot share it with another student. Some codes provide access to the materials over multiple Business Tech courses or offer discounts on materials for other Business Tech courses




Refer to the Course Information Sheet for this course for specific information about obtaining the course textbook and access code.

What is LancerMail and how can I forward LancerMail messages to my personal email?

The college provides every registered student with a free Google Gmail account. This is called LancerMail. Be sure you know this email address and password; it will be formatted with your name followed by *@go.pasadena.edu*. Having an email address that ends in .edu has advantages such as being able to buy Microsoft software easily with a student discount.

All communication from your instructors and other college officials will go to your new .edu account; for example, important communication about your registration, fee payments, financial aid, grades, and so on. You either need to check this email account every day, or forward any mail that goes into this account to your personal email account.

Use the following link to get information about LancerMail, and then **use the steps below to forward your LancerMail to your personal email account**. If you do that, you won't have to worry about missing any important messages from the college, and you can continue to get all your mail in your personal email account. https://login.pasadena.edu/lancermail_faq.html

1. Click the  gear in the top right, click Settings, and then then click the Forwarding and POP/IMAP tab.
2. From the first drop-down menu in the Forwarding section, click Add a Forwarding Address.
3. Type your personal email address to which you'd like your messages forwarded. (For security, Google will send a verification to that email address.)
4. Open your forwarding email account, find the confirmation message from the Gmail team, and then click the verification link in that email.
5. Back in your LancerMail account, select the 'Forward a copy of incoming mail to...' option, and then select your forwarding address from the drop-down menu.
6. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
7. Click Save Changes.

How do I communicate with my instructor using Canvas?

During the course, communicate with your instructor within Canvas as follows:

1. Log in to Canvas. In the upper right corner, click **Inbox**.
2. On the right, under **New Message**, click in the **To:** box. Begin typing your instructor's first name, and then select his or her name from the list. Alternatively, at the right end of the box, click the people icon, and search by course.
3. In the **Message** box, type your message, and then click **Send**.

Always use Canvas to communicate with your instructor about the course. Do not use your instructor's college email account for course information, because you will not get an immediate response in the manner you will get by using Canvas. *The Canvas message system is a closed system—you can send messages only to other PCC students registered in the Canvas system.*

How does my instructor communicate with me?

There are several ways your instructor will communicate with you in Canvas:

- **In your gradebook:** On the course navigation on the left, click **Grades** to see your assignments or tests that have been graded. On the right of the assignment, if a Comments box displays, then your instructor has commented to you. Click the comments box to view comments. Your instructor might also leave you an audio comment. Be sure to read or listen to these comments to see if you are to resubmit or take some other action to make the assignment complete.
- **In Canvas Conversations:** You should check your Canvas Inbox at least three times per week to see if your instructor has contacted you. In the upper right corner, click Inbox.
- **On the course home page:** Your instructor might post important updates or messages directly on the course home page, which you will see when you log in. Additionally, you can click Announcements on the course navigation on the left.

How do I submit my work to my instructor in an online BUSINESS TECH course?

You will submit your work to your instructor within Canvas. Check the Course Syllabus and the Canvas site for instructions on how and when to submit your assignments.

Do I have to be logged into Canvas to work on my assignments?

You will spend the majority of your time using the course software to study and prepare your work, and for that, you do not need to be online or logged into Canvas. You will log into Canvas to review or print course information, submit assignments, take quizzes or exams, and to communicate with your instructor.

How often should I log into my course in Canvas?

You should log into your course at least **three times per week** to see if you have communications from your instructor, to view any new notices on the homepage, or to see if you have any new grades or returned assignments with comments from your instructor. Be sure to click Inbox in the upper right corner of your Canvas User Dashboard each time you log in to see if you have any messages from your instructor or from other students.

How do I get help with Canvas technical problems or with logging into Canvas?

- 24/7 Live Technical Support
 - Email: support@instructure.com
 - Toll-free # ☎ 888-829-0627

This support center cannot assist you with:

- ⊗ Installing software on your own computer
- ⊗ Problems that involve your own computer's performance
- ⊗ Your Internet access
- ⊗ Questions about software related to your assignments

How does the grading work for this course?

It is your responsibility to read the Course Syllabus and to check your Canvas site to see the specific grading plan for the course. To view the status of your assignments and assessments in Canvas, access the course and on the left click **Grades**. Only you and your instructor are able to view your grades.

If you complete an assignment with no errors, you will receive the maximum number of points. Assignments containing errors will receive fewer points. **Once an assignment has been graded, it cannot be resubmitted unless you have obtained permission from your instructor!** Your grade will be computed based on the points you earn on assignments and tests. The grading scale is as follows:

- 90-100% of possible points =A
- 80-89% of possible points =B
- 70-79% of possible points =C
- 60-69% of possible points =D

How is Class Participation graded in a hybrid Business Tech Course?

In a hybrid course, you must attend the scheduled class meetings and online portion of the class. Experience shows that students who complete the work as scheduled on the Class Assignment Sheet have the most success in the course. Plan your schedule accordingly; notify the instructor immediately if you have difficulty completing assignments or tests on time.

Can I be dropped from a Business Tech hybrid course without my knowledge?

Yes! If you do not attend class for two or more weeks.

How do "no shows," student drops, W grades, and Incomplete grades work in an online Business Tech course?

- If you *want* to be dropped from the class, it is your responsibility to do so, and to request a refund if applicable.
- **We do not give any special consideration, even if you need the units in this course to qualify for or maintain F-1 Visa Status, Federal Work Study, or for other financial aid** including loans, grants, and scholarships.
- Help with the course is always available in R202 or by contacting your instructor; **there are no excuses for not understanding the course requirements or the assignments.**
- A grade of W is not computed in your grade-point average, and thus *IF YOU ARE DROPPED WITH A W WITHOUT NOTICE BY THE INSTRUCTOR, HE OR SHE IS PROTECTING YOUR TRANSCRIPT FROM AN F GRADE*, which is computed in your GPA. A grade of W is, however, included in the computation of progressive probation.
- A grade of I (Incomplete) identifies *unfinished work otherwise passing* at a C or better level, indicating that important assignments, the final exam, or a term paper are missing due to illness or emergency but can be submitted to complete the course. You and the instructor must agree that an I grade is appropriate, and you must sign an Incomplete form. An I grade is not considered in your GPA but it is included in the computation of progressive probation. You have one year to complete the work; otherwise a default grade is assigned—C, D, or F.

What is Academic Integrity?

At Pasadena City College, we recognize that ethical behavior is a personal, institutional, and societal responsibility. You should be familiar with the Associated Student Body Code of Conduct, which indicates that students are expected to maintain satisfactory standards of citizenship on campus, in online courses, and in the community. Unsatisfactory citizenship includes, among other things, cheating and plagiarism. ***Thus, it is not acceptable to submit any work that is not your own original work.***

What are the Student Learning Outcomes for this course?

1. Use Excel software in a variety of business settings to make calculations on financial and statistical data and present the results in a manner that is informative and useful to the reader.

What is the description and Course Objectives for this course?

This is an 8-week, 1.5 unit course consisting of introductory Microsoft Excel 2013 features.

Upon successful completion of the course, you will be able to:

1. Create professional and accurate Excel workbooks.
2. Construct mathematically correct formulas in Excel.
3. Format a workbook professionally using cell styles, number formats, and appropriate themes.
4. Use mathematical, statistical, financial, logical, and date functions to develop workbooks appropriate to a business setting.
5. Create and format charts and sparklines based on data in an Excel worksheet.
6. Analyze data using what-if analysis tools.
7. Manage large workbooks using tables, sorting, and filtering features.

Certificates of Achievement (18+ Units) Effective 2012-2013 College Calendar

Information and Records Specialist (22 units)

BIT 11A, Keyboarding and Document Processing (2)
 BIT 11B, Adv. Keyboarding and Document Processing (2)
 BIT 106, Microsoft Office Suite (3)
 BIT 107, Windows (1)
 BUS 9 Introduction to Business (3)
 BIT 122 Internet Research and Office Communications (2)

BIT 115, Business Records Skills (2)
 BIT 25, Survey of Computer Technology (3)
 BIT 124, Administrative Business Procedures (2)
 BIT 117 Collaborative Online Workspaces (1)
 BIT 108 Microsoft Outlook (1)

Recommended Electives: Acctg 10 (4)



Administrative Assistant (35 units)

BIT 11A, Keyboarding and Document Processing (2)
 BIT 25, Survey of Computer Technology (3)
 BUS 9, Introduction to Business (3)
 BUS 112, Business English (3)
 Or BUS 11A, Business Communications (3)

BIT 11B, Advanced Document Processing (2)
 BIT 107, Windows (1)
 BIT 115, Business Records Skills (2)
 BIT 128A, Word Level 1 (1.5)
 BIT 128B, Word Level 2 (1.5)
 BIT 133A, Excel Level 1 (1.5)
 BIT 133B, Excel Level 2 (1.5)

BIT 108, Microsoft Outlook (1)
 BIT 122, Internet Research (2)
 BIT 123, Microsoft FrontPage and Publisher (3)
 BIT 124, Administrative Business Procedures (2)
 BIT 105A, Access Level 1 (1.5)
 BIT 105B, Access Level 2 (1.5)
 BIT 109, PowerPoint (2)

Recommended Electives: ACCTG 10 (4),
 ACCTG 104A (3), BUS 10 (3), BUS 117 (3)

Business Software Specialist (25 units)

BIT 11A, Keyboarding and Document Processing (2)
 BIT 128A, Word Level 1 (1.5)
 BIT 128B, Word Level 2 (1.5)
 BIT 25, Survey of Computer Technology (3)
 BIT 133A, Excel Level 1 (1.5)
 BIT 133B, Excel Level 2 (1.5)
 BIT 107, Windows (1)
 BIT 109, PowerPoint (2)

BIT 11B, Advanced Document Processing (2)
 BIT 105A, Access Level 1 (1.5)
 BIT 105B, Access Level 2 (1.5)
 BIT 108, Microsoft Outlook (1)
 BIT 122, Internet Research (2)
 BIT 123, Microsoft FrontPage and Publisher (3)



Certificates of Completion (12—16.5 Units) Effective 2012-2013 College Calendar

Office Applications Specialist I (12 units)

BIT 128A, Word Level 1 (1.5)
 BIT 128B, Word Level 2 (1.5)
 BIT 133A, Excel Level 1 (1.5)
 BIT 133B, Excel Level 2 (1.5)
 BIT 105A, Access Level 1 (1.5)
 BIT 105B, Access Level 2 (1.5)
 BIT 109, PowerPoint (2)
 BIT 107, Windows (1)

Office Applications Specialist II (12 units)

BIT 128A, Word Level 1 (1.5)
 BIT 128B, Word Level 2 (1.5)
 BIT 133A, Excel Level 1 (1.5)
 BIT 133B, Excel Level 2 (1.5)
 BIT 109, PowerPoint (2)
 BIT 123, Microsoft FrontPage and Publisher (3)
 BIT 108, Microsoft Outlook (1)



Executive Assistant (16 units)

BIT 106, Microsoft Office (3)
 BIT 107, Windows (1)
 BIT 108, Microsoft Outlook (1)
 BIT 122, Internet Research (2)
 BIT 104, Advanced Excel (3)
 BIT 123, Microsoft FrontPage and Publisher (3)
 BIT 132, Advanced Access (3)



Office Assistant (16-16.5 units)

BIT 11A, Keyboarding and Document Processing (2)
 BIT 25, Survey of Computer Technology (3)
 BIT 107, Windows, (1)
 BIT 102, Spreadsheet Basics (1)
 Or BIT 133A, Excel Level 1 (1.5)
 Or BIT 133B, Excel Level 2 (1.5)

BIT 11B, Advanced Document Processing (2)
 BIT 128A, Word Level 1 (1.5)
 BIT 128B, Word Level 2 (1.5)
 BIT 115, Business Records Skills (2)
 BIT 124, Administrative Business Procedures (2)

Recommended Elective: BUS 9, Introduction to Business (3)