**Instructor:** Norah (Shunan) Wang

**Email:** [wangn@linnbenton.edu](mailto:wangn@linnbenton.edu) (Please allow 24 hours for response)

**How to reach me if you have questions:**

1. by email;
2. Make an appointment with me on [TutorTrac](http://tutortrac.linnbenton.edu/TracWeb40/Default.html). You can search for my availability under the ***College Skills Zone*** center. If it is your first time signing in to TutorTrac, the initial password is your birthday (format: YYYYMMDD).

**Where/When to find me if you need an online meeting:**

1. I am available at the virtual [College Skills Zone](https://www.linnbenton.edu/current-students/study/learning-center/college-skills-zone/) during the following hours:

**Mon/Fri 2pm-9pm & Thu 4pm-9pm** (if there is a change, I’ll update with you ASAP).

1. You can either schedule an appointment with me ahead of time via TutorTrac or do a drop-in appointment via College Skills Zone’s Zoom meeting room when I am there: <https://linnbenton.zoom.us/j/937230751>

*Attention: drop-in appointment ends at 5pm*

**Course Description:**

Students will use advanced techniques/features of spreadsheet software for business applications and financial analysis. Complete applications expected in the business environment, including, but not limited to, an operating budget, analysis of companies’ stock prices, and other information. New concepts to be introduced include break-even analysis, financial projections, statistical analysis, and data and pivot tables to summarize data.

**Required Materials:**

* Class materials will be provided on Moodle
* MS Excel 2016/2019/365
* [Zoom](https://zoom.us/) is a preferred software for online meeting

**Learner Outcomes:**

* Prepare financial forecasts based on given assumptions
* Develop financial projections based on a variety of possible scenarios
* Develop visual presentations of data
* Use spreadsheets to develop various alternatives useful in decision making and summarize large amounts of data.

**Homework:**

1. The Course Schedule identifies specific homework deadlines: every Sunday @11:55pm. **Late homework will not be accepted without prior approval by instructor.**
2. Please email me if you are having difficulties with this course as there are resources available to assist you.

**Tentative Course Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE/ACTIVITY** | | **HOMEWORK** | **DUE DATE** |
| **WEEK 1 ~ April 6-12** | | | |
| * *Class Orientation* * *Excel Chapter 1: Creating a Worksheet and Charting Data* | | * Read Syllabus, get acquainted with class materials * Set up student account in Moodle * Complete: Week 1 Assignment | Sunday  4/12 11:55 p.m. |
| **WEEK 2 ~ April 13 – 19** | | | |
| *Excel Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks* | | \*April 13, last day to add/drop full term courses\*  Complete: Week 2 Assignment | Sunday  4/19 11:55 p.m. |
| **WEEK 3 ~ April 20 – 26** | | | |
| *Excel Chapter 3: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools* | | Complete: Week 3 Assignment | Sunday  4/26 11:55 p.m. |
| **WEEK 4 ~ April 27 – May 3** | | | |
| *Excel Chapter 4: Creating PivotTables and PivotCharts* | | Complete: Week 4 Assignment | Sunday  5/3 11:55 p.m. |
| **WEEK 5 ~ May 4 – May 10** | | | |
| *Excel Chapter 5: Managing Large Workbooks and Using Advanced Sorting and Filtering* | Complete: Week 5 Assignment | | Sunday  5/10 11:55 p.m. |
| **WEEK 6 ~ May 11 – 17** | | | |
| *Excel Chapter 6: Creating Charts, Diagrams, and Templates* | \*May 17, last day to withdraw from full term courses\*  Complete: Week 6 Assignment | | Sunday  5/17 11:55 p.m. |
| **WEEK 7 ~ May 18 - 24** | | | |
| *Excel Chapter 7: Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets* | Complete: Week 7 Assignment | | Sunday  5/24 11:55 p.m. |
| **WEEK 8 ~ May 25 – May 31** | | | |
| *Excel Chapter 8: Using the Data Analysis, Solver, and Scenario Features, and Building Complex Formulas* | Complete: Week 8 Assignment | | Sunday  5/31 11:55p.m. |
| **WEEK 9 ~ June 1 – 7** | | | |
| *Excel Chapter 9: Using Macros and Visual Basic for Applications* | Complete: Week 9 Assignment | | Sunday  6/7 11:55 p.m. |
| **WEEK 10 ~ FINAL WEEK** | | | |
|  | **Final exam: 50 multiple-choice questions**  **Time Limit: 4 hours; One Attempt Allowed** | | **Wednesday**  **6/10 11:55 p.m.** |

**Evaluation:**

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| --- | --- |
| **Quizzes/ Exams** | **Weight** |
| Assignments | 70% |
| Final Exam | 30% |
| TOTAL | 100% |
|  | **GRADES** |
| **IMPORTANT:** A grade of “C” or higher is considered passing. | A: 90-100%  B: 80-89%  C: 70-79%  D: 60-69%  F: < 60%  P: >= 70%  NP: < 70% |

**Disability and Access Statement**

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

**Statement of Inclusion**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

**Title IX Reporting Policy**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.