

BA 101B: SPREADSHEET ANALYSIS
Linn-Benton Community College
Summer 2023 CRN 16390

Instructor: Ashley Hogan

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OFFICE HOURS: Zoom by appointment

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REQUIRED TEXT, INTEGRATED ENROLLMENTS AND MATERIAL:

1. Online textbook is located on Moodle, Linn-Benton Community College Learning Management System (LMS) under Student Resources, you will be using it every week in class.
2. For a free Office 2016 downloads, visit: [Office.com/GetOffice365](https://www.office.com/GetOffice365)
3. For Extra Help/Resources access <http://www.gcflearnfree.org/> and select "Microsoft Office" for an overview of GCF's online tutorials. Students will complete a comprehensive Excel tutorial (at no cost) in either a) The online class directly through GCF, or b) The "self-paced" version of the same tutorials and assignments through the BA101B course Canvas site. An orientation of this element will also be provided during the first day of class. Anyone can access and view GCF tutorials at any time without prior account establishment or registration necessary. For a free Office 2016 downloads, visit: [Office.com/GetOffice365](https://www.office.com/GetOffice365)

COURSE DESCRIPTION: This is the second course in a two-course sequence. It introduces and applies technical skills around beginning and managing a small business, including spreadsheets and the use of charts and graphs.

PREREQUISITE: BA101A Business Foundations, with a minimum "C" grade.

COURSE OBJECTIVES: Students will:

1. Represent business models in spreadsheets including preparation of charts and graphs.
2. Apply key business activities and the primary concepts and terms associated with these activities
3. Manage a business interacting with the external environment (through a simulation) and describe how this interaction impacts both business and the external environment (not included this term).
4. Implement the financial, legal and administrative procedures involved in starting new business ventures (not included this term).
5. Identify ethical issues facing businesses (not included this term).
6. Effectively collaborate with team members and communicate professionally (not included this term).

Note: This course will give you an extensive understanding of Excel and its formulas. You may not feel you need everything learned in this class in the “real world.” However, it will help you with many assignments in future classes and is keeping you from having to take more credit hours to learn these skills.

EVALUATING STUDENT LEARNING (% of Final Grade):

In-Class Assignments	23.5%	600 pts
Section Assignments	35.3%	900 pts
Section Assignment Applied Skills	19.6%	500 pts
Timed Assessments	19.6%	500 pts
Quizzes	2.0%	50 pts
	TOTAL 100%	2550 pts

GRADING: This class is graded “A” through “F”. Letter grades will be assigned according to the following table:

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

NOTE: Think of me as your boss and you are working from home.

Communication with me is necessary. This class is delivered asynchronous and requires excellent time management skills given the multiple assignments due each week. Be sure to turn in assignments in a timely manner. **Students who will not be able to successfully complete this course should withdraw prior to the end of the 7th week (August 13th is the final day) of the term to avoid receiving a failing grade.**

EMAIL POLICY: Email and Office Hours are the best methods of communication. Emails need to be sent within a reasonable time frame, i.e. business days/hours, allowing reasonable time to respond. When you email me, you need to title the email: CRN 16390 Spreadsheet Analysis and the assignment you are working on. Please, have the following on the email:

1. State the name of the assignment
2. Show full set of instructions
3. State which step on the instructions you are stuck on
4. Attach your spreadsheet
5. Give at least 24-48 business hours for a response
6. Please, limit emails to one email per assignment per day

LATE ASSIGNMENTS: I will accept late work (for partial credit) until the answers have been posted in Moodle (which is generally done within a week of the

due date). After the answers are posted, no late work will be accepted on that assignment and you will receive a 0. If you turn in late work, it is your responsibility to email me with the assignment information indicating that you have turned it in late on Moodle. I will not go back to previously graded assignments to look for late items.

SPECIAL ACCOMMODATIONS: You should meet with your instructor during the first week of class if:

- you have a documented disability and need accommodations,
- your instructor needs to know medical information about you, or
- you need special arrangements in the event of an emergency.

If you have not accessed services and think you may need them, please contact the LBCC Center for Accessibility Resources office at 541-917-4789.

LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

(For further information <http://po.linnbenton.edu/BPsandARs/>)

COURSE PROGRESSION & IMPORTANT DATES: (Due Sundays at 11:59pm with the exception of week 10's assignments):

Week 1, 06/26/23: Course Orientation, Syllabus Quiz, In-Class Assignment 1, In-Class Assignment 2 and Quiz 1 due Sunday (07/02/23) at 11:59PM

Week 2, 07/03/23: Section 1: Assignment 1, Section 1: Assignment 2, Section 1: Apply Skills 1 and Practice Exam (not graded) due Sunday (07/9/23) at 11:59PM

Week 3, 07/10/23: **Time Assessment 1**, In-Class Assignment 3 and Quiz 2 due Sunday (07/16/23) at 11:59PM

Week 4, 07/17/23: Section 2: Assignment 1, Section 2: Assignment 2, Section 2: Applied Skills 1 and Section 2: Applied Skills 2 due at Sunday (07/23/23) at 11:59PM

Week 5, 07/24/23: **Timed Assessment 2**, In-Class Assignment 4 and Quiz 3 due on Sunday (07/30/23) at 11:59PM

Week 6, 07/31/23: Section 3: Assignment 1/2/3 (was 3 assignments) and Section 3: Assignment 4 due Sunday (08/06/23) at 11:59PM

Week 7, 08/07/23: **Timed Assessment 3**, In-Class Assignment 5 and Quiz 4 due Sunday (08/13/23) at 11:59PM

Week 8, 08/14/23: Section 4: Assignment 1/2 (was 2 assignments), Section 4: Assignment 3, Section 4: Apply Skills 1 and Section 4: Apply Skills 2 due Sunday (08/20/23) at 11:59PM

Week 9, 08/21/23: **Timed Assessment 4** and In-Class Assignment 6 due Sunday (08/27/23) at 11:59PM

Week 10 08/28/23: Section 5 Assignment 1/2 (was 2 assignments) and **Timed Assessment 4** due *Thursday (08/31/23)* at 11:59PM.

IN-CLASS ASSIGNMENTS (23.5%): The use of spreadsheets has become a key element of work in any endeavor. Where spreadsheets were once the sole domain of accountants and engineers, employees in every area of specialization (Operations, Marketing, Management, Human Resources, IT, Production, Finance, & Accounting) are expected to have facility using Excel, manipulating data, and using Excel to communicate effectively in a business environment. The Excel tutorial integrated into this course was selected from numerous tutorials for its clarity, quality, ease of use, and accessibility. The OER aka online textbook is free of charge and teaches you how to be successful with Microsoft Excel. When you are ready to begin, access, download, rename, and save the "Starting Sheet" and "Instructions" for each Excel assignment from the course Moodle site. Upon completion, submit your assignment on Moodle for evaluation.

SECTION ASSIGNMENTS (35.3%): Section assignments are applying your skills to real world situations in business and toward personal finances. These assignments will take the skills you learn from the book and teach you how to use Microsoft Excel to make your life more efficient.

SECTION ASSIGNMENTS APPLIED SKILLS (19.6%): Section assignments applied skills take the section assignments to the next level. You will be given a scenario and basic instructions. You are to present the reader with the information requested of you in a way that is clear to read and a reader without any knowledge of the topic would be able to understand. The exact format is up to you.

TIMED EXAMS (19.6%): The timed exams are to show your mastery levels from doing the in-class assignments and section assignments. The workforce values speed and accuracy, this will prep your skill sets to make you valuable in the workforce. **You have access to the instructions ahead of time**, please review them and gather any information you think you will need before the start of the exam. You will be most successful if you have completed the In-Class Assignments and Section Assignments before attempting the exam.

QUIZZES (2.0%): A quiz will be given on each section via Moodle. All registered students have automatic access to Moodle. Check your email from Moodle and

follow the instructions. Contact your instructor if you have any issues after the first day of school via email. The opening and closing times for each quiz are listed. A missed quiz may not be made up.

CHEATING POLICY: LBCC does not tolerate any form of cheating, dishonesty, fraud, forgery, copyright violations or plagiarism. Students charged and found responsible for violating these policies will have serious consequences, from failing grade/grades to removal/suspension/expulsion. LBCC expects students to maintain honesty and integrity in all work, communications, and interactions. Students are expected to do their own work in class. In classes where group work is permitted/encouraged, students are urged to request clear guidance on what work may be done in groups and what work is done only by the individual. For a definition of plagiarism and Academic Integrity, please see the [Student Rights, Responsibilities and Conduct document](#).

MAC USERS: This class and book are designed for PCs. Some of the formulas and functions are different between the two operating systems. If you choose to use your Mac, you will not be given extra time on assignments so please give yourself extra time. If you would like to use a PC, check in with the Library to learn how to rent a PC for the term.