

Pasadena City College, Spring 2009
BIT 133B Business Software Microsoft Excel Level 2
Online Course Sections 4821 and 6023

Instructor: Ms. Alicia Vargas

Office Phone and Location: 626-585-7551, R302B

Email: Use course email system

Conference Hours: TBA

Course Description and Student Learning Outcomes

This is an eight-week, 1.5 unit course consisting of intermediate and advanced Microsoft Excel 2007 features, including functions, PivotTables, templates, and data manipulation. ***This course begins on April 27 and concludes on June 20. You will not be able to log into the course until April 27.***

In this course, you will evaluate complex business problems and use Excel software to solve business problems. You will do this by developing worksheets that present the results of calculations on financial and statistical data in a manner that is informative and useful to the reader.

Text, Materials, and Software

1. ***GO! with Microsoft Office Excel 2007 Comprehensive*** by Gaskin and Jolly, published by Pearson Prentice Hall. ISBN 13: 9780132255592 (This textbook is used in BIT 133A and BIT 133B).
2. If you plan to complete your work in the Business Information Technology Computer Classroom on the campus (R202), you will need to purchase a **USB flash drive**.
3. This course requires that you have access to a computer with an **Internet** connection and on which **Microsoft Excel 2007** is installed. If you would like to work on campus, you may access this software in the BIT Computer Classroom in R202.

Class Meetings and Online Class Participation

- ***On Monday, February 23, attend our first class meeting from 7:30 to 8:30 pm in R202.*** If you cannot attend the first class meeting, please log into the course during the week of April 27 and notify your instructor so that you are not dropped.
- If you have questions regarding the course, please post the question to the discussion board. Your classmates may have the same question so when I respond, your classmates will all benefit! I will respond to questions as soon as I possibly can.
- Experience has shown that students who complete the work as scheduled on the Class Assignment Sheet have the most success in the course. Students who do not submit assignments for more than a two-week period may be dropped from the class. ***If you specifically want to be dropped, however, it will be your responsibility to do so.***
- My goal is for you to learn the features of Excel and to understand how Excel is used both personally and professionally. Concepts in Excel are sometimes difficult to grasp and each chapter builds on the previous chapters so it is very important that if you do not understand a concept, that you ask for help! I encourage you to email each other and to work together either online or in person to solve assignments. ***However, please submit your own work!!!***

Grading

Your grade will be computed based on the points you earn on assignments, assessments, and the final project. Each assignment is worth 20 points. ***You will have only one opportunity to submit your assignments so please check your projects carefully against the answer key before you submit your work.*** The grading scale is as follows:

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Schedule of Assignments—8-Week Semester

In order to complete all assignments before the end of the 8-week semester, you should plan your schedule so that you can spend approximately 4-6 hours per week on this course. Please notify your instructor immediately if you have difficulty completing assignments or tests.

BIT 133B—Business Software Microsoft Excel Level 2 Class Assignment Sheet—This is an 8-week Course!	
There are 8 semester weeks Assignments due by:	Specific assignment information is available on the course Learning Modules page for each chapter
Saturday, May 2	Complete Pretest. Post introduction to discussion board. Obtain text and materials
Saturday, May 9	Chapter 6 Using Named Ranges, Templates, Lookup Values, and 3-D References
Saturday, May 16	Chapter 7 Importing Data, Expanding a Table, and Utilizing Database Features
Saturday, May 23	Chapter 8 Creating Macros, Using Depreciation and Conditional Functions, and Creating PivotTables and PivotChart Reports
Saturday, May 30	Chapter 9 Inserting Graphic Elements into Worksheets and Charts
Saturday, June 6	Chapter 10 Creating Templates and Creating and Validating Forms
Saturday, June 13	Final Project
Friday, June 20	All course work is due by midnight!

Getting Started in BIT 133B

The information below should help you get started in this course. Please be sure to read it carefully and contact me by email or phone if you have any questions. I'm looking forward to meeting you online and facilitating your learning in this course! – Ms. Vargas.

What are the computer requirements for my course?

Be sure that you have a computer available to you that has an Internet connection. Additionally, you will need a Windows operating system and **Microsoft Excel 2007**. If you do not have access to a computer with appropriate software you may work in Room R202 at PCC where an instructor is always available to assist you. This room is open Monday – Thursday from 9 a.m. to 8 p.m., on Friday from 9 a.m. – 3 p.m., and on Saturday from 8 a.m. – 12 noon.

What should I do during the first week of class?

1. Log in to your course:

- Go to <http://pcc.blackboard.com>
- Enter your User name. Your User name is your Network ID printed at the bottom of your fee receipt. It is your three initials, in all uppercase letters, followed by the last four digits of the number on your Lancer ID Card (or possibly the last four digits of your Social Security number).
- Enter your Password. Your password is the 4-digit PIN that you used to register.
- In your course list, click **BIT 133B** to view your course homepage.
- ***If you have difficulty logging on, please call the PCC Help Desk at 626-585-7523.***

2. Display and read the information in the Start Here page:

- On the **BIT 133B** course home page, click **Start Here**.
- Display and read all of the documents on the Start Here page and send me an email if you have any questions regarding any of the documents.

3. Complete your assignments for Week 1

- Complete the **Pretest**.
- Post a brief message to the discussion board introducing yourself to your classmates.
 - a. On the menu at the left side of the course home page window, click the **Discussions** tool.
 - b. Click **Introductions**, click **Create Message**, and type your name in the **Subject** line.
 - c. Type your message, and then click **Post**. Be sure to check the discussion board frequently so that you can read your classmates introductions.

How do I communicate with my instructor?

The best way to contact me is through the course email since I check it once or twice a day. You can also call me at 626-585-7551 or visit me during office hours.

How do I email my instructor using Blackboard?

1. In the course menu on the left side of the course window, click the **Mail** tool.
2. Click **Create Message**, and then in the *To* box, type my name: **Alicia Vargas**.
3. Click in the *Subject* box and enter the subject of your email, and then click in the *Message* box and type your message (***you cannot send an email without entering a subject or message!***). Click the **Send** button to send the email.

You Can Earn a Certificate of Achievement in Business Information Technology

(As of 2008-09 College Catalog)

Certificates of Completion (12-16.5 Units)	
<p>Office Applications Specialist I (12 Units)</p> <p>BIT 128A Word Level 1 BIT 128B Word level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 107 Windows BIT 109 PowerPoint</p>	<p>Office Applications Specialist II (12 Units)</p> <p>BIT 128A Word Level 1 BIT 128B Word level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 108 Microsoft Outlook BIT 109 PowerPoint BIT 123 Microsoft FrontPage and Publisher</p>
<p>Office Assistant (16-16.5 Units)</p> <p>BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business BIT 102 Spreadsheet Basics (or BIT 133 A or B) BIT 107 Windows</p> <p>BIT 11B Advanced Document Processing BIT 128A Word Level 1 BIT 128B Word level 2 BIT 115 Business Records Skills BIT 124 Administrative Business Procedures</p> <p>See college catalog for recommended electives</p>	<p>Executive Assistant (16 units)</p> <p>BIT 104 Advanced Access BIT 106 Microsoft Office BIT 107 Windows BIT 108 Microsoft Outlook BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher BIT 132 Advanced Access</p>

Certificates of Achievement (18+ Units)		
<p>Data Entry Technician (18-19 Units)</p> <p>ACCTG 101 Bookkeeping-Accounting BIT 11A Keyboarding & Document Processing BIT 100 Word Processing Basics (or BIT 128A or B) BIT 107 Windows</p> <p>BUS 16 Office Machines BIT 25 Survey of Computer Technology BIT 102 Spreadsheet Basics (or BIT 133A or B) BIT 115 Business Records Skills BIT 124 Administrative Business Procedures</p>	<p>Business Software Specialist (25 Units)</p> <p>BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business. BIT 107 Windows BIT 109 PowerPoint BIT 128A Word Level 1 BIT 128B Word Level 2</p> <p>BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 11B Advanced Document Processing BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 108 Office Productivity Software BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher</p>	<p>Administrative Assistant (35 Units)</p> <p>BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business. BUS 9 Introduction to Business BUS 112 Business English (or BUS 11A)</p> <p>BIT 11B Advanced Document Processing BIT 107 Windows BIT 115 Business Records Skills BIT 128A Word Level 1 BIT 128B Word Level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2</p> <p>BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 108 Office Productivity Software Tools BIT 109 Successful Office Presentations BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher BIT 124 Administrative Business Procedures</p> <p>See college catalog for recommended electives</p>