

ACC-151-FON01
Course Syllabus

Course Information	
Course Name	Advanced Excel Spreadsheets
Course Prefix & Number	ACC-151-FON01
Credit Hours	2
Pre-requisites	ACC-149
Co-requisites	None
Description (Catalog)	This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. Upon completion, students should be able to demonstrate an understanding of the course principles involved and display an analytical problem-solving ability for the topics covered.
Textbook	<ul style="list-style-type: none"> Your Office Microsoft Excel 2019 Comprehensive Text, Series Editor Amy Kinser, Authors: Kristyn Jacobsen, J. Eric Kinser, and Brant Moriarity. New York, NY, My IT Lab Access (My IT Lab is a Web-based Training and Assessment tool for Microsoft Office Excel 2019)
Supplemental Materials	<ul style="list-style-type: none"> Microsoft Office 2019/365 <p>Some assignments require the use of a PC only. This can be solved by Parallels for the MAC or using a PC computer.</p>
Minimum Tech Skills Required for this course:	<ul style="list-style-type: none"> Be able to obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course. Be familiar with Microsoft® Office applications. Be able to send and receive emails and email attachments in and out of class. Be able to change your Canvas Notification settings. Be able to maintain backups of all work you create for this course.
Course Organization:	This course is organized using modules. All activities, assignments, and assessments can be accessed from the Modules tab. See the "Getting Started" module for information on how to navigate the course and other course-related directions.
Instructor Information	
Course Instructor	
Email Address:	
Office Location:	
Office Hours: (By Appointment Only)	
Campus:	Jamestown Campus
Address:	608 East Main Street
City, State, Zip	Jamestown, NC 27282

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Phone Number:	336-334-4822 Extension 50094
Class Information	
Start Date:	01/08/2024
Census Date:	01/18/2024
Withdrawal Date:	04/01/2024
Meeting Times:	N/A
Meeting Location:	N/A
Delivery Method:	Asynchronous
Number of Weeks	16
Final Exam Date:	5/1/2024
Census Date Policy	
<p>If a student does not meet the Census Date criteria, he/she is reported as a No Show for the course. Meeting the census requirements is based on the delivery method of the section.</p> <p>Online courses—A student must submit an assignment or participate in a graded activity (through Canvas) prior to or on the 10% point (Census Date) in the class, which is noted in the Instructor Information section of the course syllabus.</p>	
Withdrawal Policy	
<p>It is the student's responsibility to withdraw from a class by the course withdrawal date that is noted in the Class Information section of the course syllabus. Failure to follow the withdrawal procedure will result in a grade of "F" for the course. Students are encouraged to consult with their instructors before withdrawing.</p>	
Student Learning Outcomes:	
<p>At the completion of the course, students should be able to do the following:</p> <ul style="list-style-type: none"> ▪ Use internet security functions in Excel to secure a worksheet. ▪ Create macros in Excel to complete complicated business processes. ▪ Apply the tools under the "Data" ribbon in Excel to generate business information. ▪ Use the Time Value of Money tools in Excel for business applications. ▪ Apply regression analysis in Excel to determine trends in charts. ▪ Create PivotTables and Pivot Charts with Power Pivot in an Excel worksheet. 	
Grading Policy	
Grading and Feedback:	<p>All assignments will be graded within 1-week of the due date. The multiple-choice quizzes will be auto graded by Canvas. Your quiz responses will be released after the due date for the quiz has passed. Rubrics will be used to grade open-ended assignments such as discussions essays and projects. If used, rubrics are attached to the Canvas assignment. Please make sure to review the rubric before completing the assignment. Here is information on how to access this feedback:</p> <ul style="list-style-type: none"> ▪ Click Here for Rubric Video ▪ Click Here for How to View Annotated Feed Back ▪ Click Here for How to View Comments From My Instructor

Grading Scale:	<table border="1"> <thead> <tr> <th>GRADE</th><th>REQUIREMENT</th></tr> </thead> <tbody> <tr> <td>A</td><td>90 - 100</td></tr> <tr> <td>B</td><td>80 - 89</td></tr> <tr> <td>C</td><td>70 - 79</td></tr> <tr> <td>D</td><td>60 - 69</td></tr> <tr> <td>F</td><td>Below 60</td></tr> </tbody> </table>	GRADE	REQUIREMENT	A	90 - 100	B	80 - 89	C	70 - 79	D	60 - 69	F	Below 60
GRADE	REQUIREMENT												
A	90 - 100												
B	80 - 89												
C	70 - 79												
D	60 - 69												
F	Below 60												
Evaluation of Performance													
HW Training (My IT Lab)	20%												
Problem Solve 1 (My IT Lab)	20%												
Assessment (My IT Lab)	20%												
Chapter Quizzes	10%												
Attendance	0%												
Final Exam (MOS-Excel 2019 Certification)	20%												
Discussion	5%												
Vid Grids	5%												
Grading Notes	<ul style="list-style-type: none"> One HW training assignment done in My IT Lab WILL BE DROPPED. One Problem Solve 1 assignment done in My IT Lab WILL BE DROPPED. One Assessment assignment done in My IT Lab WILL BE DROPPED. One Chapter Quiz done in My IT Lab WILL BE DROPPED. One Discussion Board assignment in MY IT Lab WILL BE DROPPED. One VidGrid assignment in MY IT Lab WILL BE DROPPED. 												
Policies & Additional Information													
Class Attendance:	<ul style="list-style-type: none"> Students will get the most benefit from their classes if they attend regularly, arrive on time, come prepared, and remain for the entire class period. Attendance alone does not constitute the basis for a passing grade in this class. Students are expected to arrive on time and remain in the classroom for the entire class period. Your grade may be penalized if you arrive late, take extended breaks, or leave early. Students are responsible for all content covered in a class and all announcements made during class, whether in attendance or not. Instructors are not expected to reteach content or to post announcements that were missed due to absence. Students who are late to class will NOT be given extra time to complete in-class activities. 												

	<ul style="list-style-type: none"> It is the student's responsibility to notify the instructor (after class) if he/she misses roll call due to tardiness. The instructor's attendance record is the official record. In-class activities may be given in class with no advance notice. Students who miss the in-class activity due to tardiness or absence will receive a zero on the quiz. No make-ups will be given for any reason.
Turnaround Policy:	<ul style="list-style-type: none"> Email/telephone turnaround time is 1 to 2 business days. Check your GTCC email before you ask your instructor if they received your email. Notify the department chair if phone calls or email are not being returned. Grading turnaround time is a maximum of 2 weeks. Notify the department chair if assignments are not being returned and grades are not being posted.
Late Work Policy:	<ul style="list-style-type: none"> No late work is accepted for this class. I do NOT allow make up assignments, quizzes, tests, projects, Discussions, or VidGrids under any circumstances. We strongly recommend that students turn in work electronically through MYITLab the DAY BEFORE IT IS DUE. That way, if a student has trouble with transportation, is sick, etc., their grade will not be penalized. ANY assignments required to be turned in face-to-face are due at the BEGINNING of class. Work will NOT be accepted from students arriving late to class.
Course Participation and Expectations:	<p>There is a mandatory proctored exam for the final on the MOS Excel Expert Exam. Link to: Proctoring Services for GTCC and Non-GTCC Students. REMOTE learners: If a non-GTCC proctor is needed, it is the student's responsibility to make arrangements and secure a testing appointment. This includes notifying the instructor and submitting the Approval Request for Proctor Form to the Assessment Center. Any fees that are associated with using non-GTCC proctors are the responsibility of the student.</p>
Canvas Information:	<p>Canvas is where course content, grades, and communication will reside for this course.</p> <ul style="list-style-type: none"> https://gtcc.instructure.com For Canvas passwords, or any other computer-related technical support contact, the 24-Hour Tech Support Line. Call for a Live Person - 1-866-826-3748 Click Here for Live Chat Support
Communication Expectations	
Email Communication:	<p>Your GTCC email account is the official means of communicating with GTCC. Information critical to your success at GTCC is delivered to you via this account and you are expected to follow rules and policies provided to you via this communication method. Any email from you to the instructor should be sent either through the CANVAS course management system, or through your official GTCC email account. Please be advised that due to</p>

	privacy and security concerns, emails from or about students that do not originate from an official GTCC email address will not receive a reply.
Communication between the course Instructor and Students:	<ul style="list-style-type: none"> ▪ All communication, regardless of delivery method, should use a professional, respectful, and civil manner. ▪ Written communication, both formal and informal, uses Standard English rather than popular online abbreviations and regional colloquialisms. ▪ Video interactions reflect a respectful tone in verbal communications and body language. ▪ Spelling and grammar are correct.
Netiquette:	<p>What can you expect from me?</p> <ul style="list-style-type: none"> ▪ I will take all your questions, comments, and concerns sincerely. ▪ I will respond promptly to requests for help. ▪ Although I will be monitoring the discussion, I will not participate by responding to every post. My role is 'guide on the side,' not 'sage on the stage.' ▪ I will communicate with you about your assignments within seven days of submission. If I am unable to do so, I will let you know when you can expect to receive feedback.
	<p>What I expect from all of us - Online course expectations for netiquette use:</p> <ul style="list-style-type: none"> ▪ Don't flame (personally attack) someone. It is possible to disagree with an idea without flaming the person espousing the idea. ▪ Use emoticons and acronyms to convey your emotional intent to avoid misunderstandings. ▪ Remember that the concept of "politeness" is defined for us by our family and culture. What is considered polite communication in one family or culture may be impolite in another. Sometimes you may inadvertently seem impolite or feel that someone else was being impolite. Talk it out instead of assuming the person meant to be rude. ▪ Listen actively. ▪ Think critically. Critical thinking, grounded in intellectual integrity, is expected. In other words, seek clarity of meaning and understanding. ▪ Question ideas, not people. ▪ Attempt to see things from other perspectives. ▪ Use supporting relevant information.
Announcements:	I will send urgent and regular communication to all students using the Announcements tool in Canvas. You need to set your Announcements in Notifications to "Notify Immediately" to ensure that you do not miss any new announcements. (Go to Account>Notifications>Announcements and set to "Notify Immediately").
Inclement Weather & School Closing Policy	

GTCC communicates school or campus closings and other emergency information through E2Campus text messages and the Omnilert app. [Click here to Sign Up for E2CAMPUS Emergency & Weather Alerts Here](#)

Quality of Instruction Statement

GTCC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, first see the instructor, then the department chair, and then the dean. The description of Students' Rights and Responsibilities can be found in the current Student Handbook. GTCC courses reflect essential employment skills and general education core competencies.

Additional Course Information

Department:

Chair:

Office:

Email:

Division: Business, Creative, and Performing Arts

Chair:

Office:

Email:

Syllabus Statement: Subject to Change

This course syllabus is subject to change as determined by the course instructor. If changes are needed, an addendum to the syllabus will be provided to each student and implementation of changes will be set forth at the date that the addendum is issued.