

AGEC 202 Spring 2016 Course Syllabus
Division 1 - Tuesdays, 9:30a - 11:20a; SC 231
Division 2 - Tuesdays, 11:30a - 1:20p; SC 231
Division 3 - Tuesdays, 1:30p - 3:20p; SC 231

Instructor: Kim Cook
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Office Hours: (Usually) **Mon, Wed, Thu, Fri 7:00-11:30a; 12:40-3:30p;**

GUIDELINES

1. You will need some form of storage - USB flash drives, career account, or some combination.(Multiple copies are a good thing!!)
2. There will be a mixture of homework assignments, in-class assignments, in-class/on-line quizzes, and in-class exams.
3. Most materials will be available thru the course's Web site on <https://mycourses.purdue.edu/> — Blackboard Learn
4. **NO** late homework will be accepted unless pre-authorized by me. Exceptions will be considered on a case-by-case basis.
5. There is no required text for this class. *Optional* references: *Excel 2013 Bible*, author: John Walkenbach; *Microsoft Excel 2013 In Depth*, author: Bill Jelen. Now that Microsoft has radically changed the interface for Excel, it would be VERY much worth your while to invest in a good multi-purpose Excel reference...they probably won't overhaul it again (to this great an extent) for quite a few years. .
6. This class will be teaching intermediate/advanced spreadsheet operations. We will be using Microsoft Excel 2013 for Windows 7 for the in-class demos and assignments. The methods covered are quite different from earlier versions of Excel (2003 and prior). If you want to use a Mac/apple device, **know this: the user interface is different from Windows - proceed with caution, I cannot offer you the same level of assistance.**
7. Attendance in class is not mandatory but is **VERY HIGHLY** recommended. Given the fact that there are an assortment of in-class assignments, quizzes and tests...if you miss class for non-critical reasons (such as oversleeping, employment, forgetfulness, bad mental attitude, etc.), there'll be no makeups. If you are ill or have a personal/family emergency, I'd like to see some kind of documentation to that effect AND if possible be notified in advance of your inability to be in class. If you have job interviews, class trips, special events, etc., these are all scheduled in advance and I'd like to have written notification **PRIOR TO** an absence. I'll make every effort to accommodate *excused* absences.
8. All assignments are print-outs of spreadsheets that you will produce. I expect everyone to do their own work. I don't mind small groups of you working together to figure out the concepts (in fact I would encourage you to "pair" up), but when it comes to the actual solution---it had better be ONE individual's work for each assignment (the individual whose name appears on the homework).
Copying/loaning/sharing files (or even parts of files) among/between individuals is strictly prohibited. There's no collaboration allowed on the tests...you've got to learn to do this on your own!!
University policy on academic misconduct is clear - academic dishonesty in any form is strictly prohibited. Instances of academic dishonesty will be referred to the Dean of Students for disciplinary action. Penalties are severe and may include failure on the exam, quiz, or assignment, failure in the course, and/or expulsion from the University. The risks associated with academic dishonesty far outweigh the perceived benefits. Academic dishonesty includes citing someone else's work as your own, using unauthorized "crib sheets" during exams, or sharing your answers with someone else. If you are unsure whether an action you are considering constitutes academic dishonesty, seek clarification from your instructor.
[\(https://www.purdue.edu/odos/academic-integrity/\)](https://www.purdue.edu/odos/academic-integrity/)
9. Your name (left justified), "AGEC 202" (centered), and the assignment number (right justified) are required in the "header" for each assignment (*starting with # 2*). The date(left justified) and a page number(right justified) are required in the "footer" for each assignment. After assignment 2, there will be mandatory deductions for failure to comply. Use "portrait" orientation for homework.
10. Be sure to "save" copies of all your assignments on your storage devices. If I manage to lose your assignment, it is very easy to reproduce the printout from a flash drive (or storage device of your choice). Also, if you are having problems with a spreadsheet and you want my assistance, **bring what you have already done** to me on a USB drive. I currently have a CD-Rom and a USB port on the machines in my office. It seems to be getting more popular each semester to show up with an entire notebook/laptop computer about which to ask questions. This is "okay" but very unwieldy and much harder for me to demo on your machine...keep that in mind.

GRADES & GRADING

- ~32.5% Written/In-class Assignments (12 assignments, 30 pts. each - drop two lowest grades/count 10 best - 300 points)
- ~13.5% Quizzes (6 quizzes, 25 pts. each - drop single lowest grade/count 5 best - 125 points)
- ~32.5% Two In-Class Exams (Feb 16; Mar 29; 150 pts each - 300 points)
- ~21.5% Final Exam (Apr 26, in-class!! 200 points))

There should be 925 points possible. *Numbers listed are the lowest value in the category* **A 92%; A- 90%; B+ 88%; B 85%; B- 82%; C+ 79%; C 76%; C- 73%; D+ 70%; D 67%; D- 65%; F 0%** . The Final Exam is cumulative. Final Exam exemptions will be granted to those folks that maintain a **93.0%** (all grades are rounded to nearest 0.1%) or higher average on graded material prior to the final exam (You have to attend Class #12 in order to fulfill your exemption!!!!) An incomplete will be available ONLY to Dean of Students Office certifiable "extenuating circumstances". Turn in your assignments ON TIME, be consistent and make sure you know how to handle all of the topics covered on an exam. Grades will be posted on the class website via (<https://mycourses.purdue.edu/>). ALL gradable

materials, makeups and grade corrections are due PRIOR TO THE FINAL EXAM. If you feel a mistake has been made (Yes, I can lose, misplace, or mis-type scores for your assignments/quizzes/tests), bring in your storage device with the assignment worksheet on it or the actual graded paper and I will correct the problem. Grades as listed will stand unless corrected within 2 weeks of posting. It's inevitable that one or more people arrive at or near the end of the semester and come up a few points short of their hoped-for grade. There is no provision for "extra credit" – so don't bother asking. Anyone will be permitted to "withdraw passing" up until the end of the normal drop/add period (Mar. 11). I am *usually* in my office 7:00am to 3:30pm (excluding 11:30a - 12:45p as well as class times on Tuesday). Feel free to call or stop in during these hours. If I am too busy to deal with you at that time, I will be glad to set an appointment. For typical communication, e-mail is the most reliable - Mon. to Fri., during my standard office hours of 7:00a - 3:30p, I'm almost never more than minutes away from checking my e-mail...phones are a completely different story. It's perfectly OK to telephone me, but you'll get better response time, on the average, with e-mail. Speaking of e-mail - We will often have need of written communication from instructor to student. It is EXPECTED that you will be checking your @purdue.edu e-mail account on a daily/regular basis.

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Contact the instructor if you have any questions. Such changes will be posted on the class web site and will typically be sent via email to your @purdue.edu account.

Expected Topics / Class Schedule *(subject to change)*

01/12 ~ Class # 1 Introduction, guidelines, individual info sheets, Review formatting and spreadsheet basics -
(Nothing is due!!)

01/19 ~ Class # 2 Creating and copying formulas; using common built-in functions -
(Assignment # 1 is due)

01/26 ~ Class # 3 Financial Functions, APR, "Excel-speak" for finance *(Quiz 1)* -
(Assignment # 2 is due)

02/02 ~ Class # 4 Charts (easy and more advanced) - drawing tools *(Quiz 2)* -
(Assignment # 3 is due)

02/09 ~ Class # 5 Names, Date, Time and Text functions *(in-class assignment)* -
(Assignment # 4 is due as well as Assignment #5 is due)

02/16 ~ In Class Examination # 1 (Assignments 1 - 5)

02/23 ~ Class # 6 Tables - (a.k.a. - Data Lists, Databases) - Printing large datasets
(Nothing is due!!)

03/01 ~ Class # 7 Databases (continued) *(Quiz 3)*
(Assignment # 6 is due)

03/08 ~ Class # 8 Sub-totals, pivot tables *(Quiz 4)*
(Assignments #6 & # 7 are due)

03/15 ~ Spring break no class this week!!

03/22 ~ Class # 9 Statistics *(in-class assignment)*
(Assignment # 8 is due) (Assignment # 9 is due)

03/29 ~ In Class Examination # 2 (Mostly assignments 6-9, some 1-5)

04/05 ~ Class # 10 - Goal Seek, Data Tables (one and two variable), -
(Nothing is due)

04/12 ~ Class # 11 Scenario Manager - *(Quiz 5)*
(Assignment # 10 is due)

04/19 ~ Class #12 Solver *(in-class assignment, Quiz 6)* -NOTE: THIS CLASS IS REQUIRED FOR ALL "EXEMPTIONEES"
(Assignment # 11 is due as well as Assignment # 12 is due)

04/26 ~ Final Exam — Yes, this is during "Dead Week". However, this course is listed as a "laboratory" course and is therefore exempt from the "no finals during dead week" policy.

All course materials can be accessed via **Blackboard Learn**
<https://mycourses.purdue.edu>

Nondiscrimination -- The existing Purdue University Nondiscrimination Policy: *Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.*

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in (http://www.purdue.edu/purdue/ea_eou_statement.html) which provides specific contractual rights and remedies.

Anti-Harassment Policy -- Strictly following and interpreting existing University Policy: *Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing Harassment is through education that emphasizes respect for every individual.*

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy addresses Harassment in all forms, including Harassment toward individuals with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, genetic information or disability and Harassment toward individuals for other reasons such as sexual orientation, gender identity, gender expression, marital status or parental status. The University will not tolerate Harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

Purdue Anti-Harassment Policy

(III.C.1): LINK "<http://www.purdue.edu/policies/ethics/iic1.html>" <http://www.purdue.edu/policies/ethics/iic1.html>