AGEC 202  Fall 2010  Course Syllabus
Kranert Bldg., Room 756 (Computer Lab 1)
Division 1 - Tuesdays 9:30a - 11:20a; Division 2 - Tuesdays 1:30p - 3:20p
Instructor: Kim Cook
573 Kranert, Ph: 49-44264  e-mail: cook@purdue.edu
Office Hours: (Usually) Mon, Wed, Thu, Fri 7:00-11:30a; 12:40-3:50p

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 quizzes, and exams.
3. Most materials will be available thru the course's Web site on http://www.itap.purdue.edu/tlt/blackboard
    ALL materials will be available thru the file server in our classroom lab in the AGEC202 directory on the N: drive.
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 2007 Bible, author: John Walkenbach; Special Edition Using Microsoft Office Excel 2007 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. Note: Excel 2010 has been released and there are some non-trivial but doable changes.
6. This class will be teaching intermediate/advanced spreadsheet operations. We will be using Microsoft Excel 2007 for Windows XP for the in-class demos and assignments. The material and methods covered are quite different from earlier versions of Excel.
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 attempt 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).
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 reductions for failure to comply.
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.

GRADES & GRADING

~32.5%  Written/In-class Assignments (12 assignments, 30 pts. each - drop two lowest grades/count 10 best)
~13.5%  Quizzes (6 quizzes, 25 pts. each - drop single lowest grade/count 5 best)
~32.5%  Two In-Class Exams (September 28, November 9)
~21.5%  Final Exam (December 7, in-class!!)

There should be 925 points possible. Roughly A+ 95%; A 92%; A- 90%; B+ 88%; B 85%; B- 82%; C+ 79%; C 76%; C- 73%; D+ 70%; D 67%; D- 65%; F 64.99% or less. 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 ( http://www.itap.purdue.edu/tlt/blackboard ). ALL gradable materials, makeups and grade corrections are due PRIOR TO THE FINAL EXAM. Turn in your assignments ON TIME, be consistent and make sure you know how to handle all of the topics covered on an 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 or by December 6 at the latest. Anyone will be permitted to "withdraw passing" up until the end of the normal drop/add period (Oct. 27). I am usually in my office 7:00am to 4:00pm (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 - 4:00p, 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. 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)**

08/24 ~ Class # 1 Introduction, guidelines, individual info sheets, Review formatting and spreadsheet basics  -  (Nothing is due!!)

08/31 ~ Class # 2 Creating and copying formulas; using common built-in functions  -  (Assignment # 1 is due)

09/07 ~ Class # 3 Financial Functions, APR, “Excel-speak” for finance (Quiz 1)  -  (Assignment # 2 is due)

09/14 ~ Class # 4 Charts (easy and more advanced) - drawing tools (Quiz 2)  -  (Assignment # 3 is due)

09/21 ~ Class # 5 Names, Date, Time and Text functions (in-class assignment)  -  (Assignment # 4 is due as well as Assignment #5 is due)

**09/28 ~ In Class Examination # 1 (Assignments 1 - 5)**

10/05 ~ Class # 6 Tables - (a.k.a. - Data Lists, Databases) - Talk about Exam 1  -  (Nothing is due!!)

10/12 ~ NO CLASS .... YIPPEE!!!! Fall/October Break

10/19 ~ Class # 7 Data Lists (continued) (Quiz 3)  -  (Assignment # 6 is due)

10/26 ~ Class # 8 Sub-Totals, Pivot Tables & Pivot Charts (Quiz 4)  -  (Assignment # 7 is due)

11/02 ~ Class #9 Statistics (in-class assignment)  -  (Assignment # 8 is due) (Assignment # 9 is due)

**11/09 ~ In Class Examination # 2(Mostly assignments 6-9, some 1-5)**

11/16 ~ Class # 10 - Talk about Exam 2, Goal Seek, Data Tables (one and two variable), -  (Nothing is due)

11/23 ~ Class # 11 Scenario Manager - (Quiz 5) Yes, this is the day before Thanksgiving break starts...It’s a trade off...Thanksgiving vs. Early finish. (Assignment # 10 is due).

11/30 ~ 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)

**12/07 ~ Final Exam administered in Class** (This is a laboratory course which allows us the freedom of having an exam during “dead week”.) The course would be completed as of this date and no exam scheduled during Finals Week (Dec. 13-18). FYI - Last fall, if we’d needed a final during finals week, we were scheduled (beyond our control) for Friday night and Saturday morning.

12/13 - 12/18 ~ No Finals week requirements...We’ll hold this in “reserve” in case we have to adjust our class schedule due to unforeseen circumstances.

During this Fall ’10 semester, I am expecting to be out of the office on these days: Sept. 2, 3,10 & 17; Oct. 1, 15, 29; Nov. 19; Dec. 3. These listed dates are subject to change and are mostly driven by the Volleyball team’s travel schedule.