

## **BUS 046 - Excelling with Excel!**

### **Syllabus**

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**Read this carefully**

Welcome to the course. Take time to familiarize yourself with the Canvas system. I suggest that you print off this syllabus and refer to it often. **All course projects are within Canvas.** All assignments and correspondence needs to be **sent to the above email address, not Canvas** I will not respond to Canvas correspondence and **sent assignments will not be graded.**

**NOTE:** **Make sure you complete all the worksheet tabs within MoveOn and PowerUser.** Send **all** of it back to me as the **one** completed file. **Do not break**

## Submitting Assignments:

**All assignments will be submitted to my email address, not through Canvas.** Also, make sure that the email address you are using for the course is the correct one that WVC has on file for you. If you are using a friend's ... your friend is going to be the one hearing from me, not necessarily you. So make sure you are using your own email address! Also, use **your correct name as registered for the class**. It is hard for me to figure out who you are if your name is different than on the roster. If there is a name change, please have your correct name on file with Admissions.

Make sure to check if you have any spamming software running behind the scenes. This may put my emails in a separate folder, not your regular inbox.

If you are using the free version of Hotmail, you may not have enough disk space to receive or send attachments. All work must be sent to me as an attachment, not copied into your email.

Remember to try and stick to the timeline. The timeline is a “**guide**” to help you finish **all** Excel assignments as designated by the last class day on the class schedule. Some assignments you may need more time to complete and understand, whereas others may not require as much time. I want you to learn the software, not just try and beat the clock. **No late work will be accepted after the final day.**

**IMPORTANT** – No due dates will be posted under Assignments within Canvas. **All due dates are located under Class Schedule**

It is your responsibility if you want to receive a **P/NP** grade. **Students must submit a request to take elective courses as P/NP to Admissions & Records.** Check the WVC website for the **due date**.

## Need a book/videos?

No book is required for the class. There are books available on Amazon, but I suggest looking at some in a bookstore first to see what style of book you prefer. You will be using assigned videos to help assist you.

## Grading:

All assignments are to be completed in Excel and

