



CLASS NUMBER AND NAME:	<b>CM116B—BASIC EXCEL FOR WINDOWS II</b>
TOTAL HOURS/UNITS:	25 HOURS—1 UNIT
PREREQUISITES:	CM116A—Basic Excel for Windows I
TEXTS AND MATERIALS:	<i>Excel 2007: A Professional Approach, Comprehensive</i> , Kathleen Stewart, McGraw-Hill, Burr Ridge, Illinois, 2007  Jump Drive
CLASS DESCRIPTION:	This class provides hands-on experience with the Excel spreadsheet program. The student will complete everyday business applications in Excel practicing specific concepts such as working with data, formulas, charts, file management, and print functions.
COURSE OBJECTIVES:	The objective of this class is to give the student a basic experience with the Excel program and to demonstrate the uses for spreadsheet programs.
CLASS ATTENDANCE	It is expected that each student will be in class when class begins. Role will be taken at the beginning of class.
REQUIREMENTS:	Students are required to complete all assignments within each chapter. Assigned work for each lesson is to be <u>emailed as an attachment</u> to <a href="mailto:jlandin@empirecollege.com">jlandin@empirecollege.com</a>
TESTING:	There will be a final exam at the end of the class that must be completed in the presence of an instructor.
CHALLENGE TEST:	To challenge out of a class, a student must pass a test with a score of 90% or greater. The student can take the challenge test within the first week of a new module. The exam will consist of theory questions and a practical application.
LATE WORK OR TESTING:	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.
CHEATING:	“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If

students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school's Code of Conduct and Cheating Policy will be enforced.

**GRADING POLICIES:**

The final grade will be based on the following percentages:

Assignments	75%
Final	25%

The final grade will be determined by the following:

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

**ANTICIPATED LEARNING OUTCOMES:**

Upon completing this course, the student will have:

1. Replicated data and formulas.
2. Created charts to illustrate and compare information.
3. Learned file management procedures and print functions.

## **ASSIGNMENT SAVING AND SUBMISSION PROCEDURES**

- **Data file location**: choose File, Open, C:\Data\CM166ABC(2007)

### **OPENING A FILE FROM THE DATA FOLDER:**

- Click on the Microsoft Office Button
- Click on “Open”
- Click on “My Computer”
- Double Click on C: |Data\CM166ABC(2007)

### **SAVING EXERCISES TO YOUR FLASH DRIVE:**

- *Complete each step contained in each Lesson and save each assignment to your thumb drive with the file name given in the text.*

Once you have completed all the steps of the assignment, follow this procedure to save your work to your flash drive:

- Click on the Microsoft Office Button
- Click on “Save As”
- Click on “My Computer”
- Double Click on “Removable disk”
- Click in the “File Name” bar, and type the Exercise number (e.g., Exercise 1-13)
- Click “Save”

### **LESSON QUIZZES**

At the end of each lesson, complete the online Lesson Quiz. The online quiz is located at [www.mhhe.com/pas07](http://www.mhhe.com/pas07).

- Click on the Excel 2007 icon.
- The quizzes are located on the upper left hand part of the screen.
- Email results to [grader@empirecollege.com](mailto:grader@empirecollege.com) and make sure send a copy to yourself as well.
- Your Section ID is your student number.

### **SUBMISSION PROCEDURES**

- Label and attach all completed exercises (by Lesson) as listed on this schedule to an assignment sheet for grading.

<b>Week 1</b>	<b><i>LESSON 5--Working With Simple Formulas</i></b>	
	<b>M</b>	<i>Complete Exercises 5-1 through 5-10</i>
	<b>T</b>	<i>Complete Exercises 5-11 through 5-20</i>  <b>PRINT TO SUBMIT</b> Exercise 5-17 Exercise 5-18
	<b>W</b>	<b>COMPLETE AND SUBMIT</b> Exercise 5-25
	<b>Th</b>	<b>COMPLETE AND SUBMIT</b> <i>Exercise 5-26</i>
	<b>F</b>	<b>SUBMIT Lesson 5 assignments (5-17, 5-18, 5-25, 5-26)</b>
<b>Week 2</b>		
	<b>M</b>	<b>COMPLETE and SUBMIT Online Lesson 5 quiz</b>
	<b><i>LESSON 6 -- Working with Functions</i></b>	
	<b>T</b>	<i>Complete Exercises 6-1 through 6-10</i>
	<b>W</b>	<i>Complete Exercises 6-11 through 6-21.</i>  <b>PRINT TO SUBMIT</b> <i>Exercise 6-11</i> <i>Exercise 6-21</i>
	<b>Th</b>	<b>COMPLETE AND SUBMIT</b> Exercise 6-26
	<b>F</b>	<b>COMPLETE AND SUBMIT</b> Exercise 6-27
<b>Week 3</b>		
	<b>M</b>	<b>SUBMIT Lesson 6 assignments (6-11, 6-21, 6-26, 6-27)</b>
	<b>T</b>	<b>COMPLETE and SUBMIT Online Lesson 6 quiz</b>
	<b><i>LESSON 9 -- Building Charts</i></b>	
	<b>W</b>	<i>Complete exercises 9-1 through 9-12</i>  <b>PRINT TO SUBMIT</b> Exercise 9-9

	Th	<i>Complete exercises 9-13 through 9-25</i>  <b>PRINT TO SUBMIT</b> Exercise 9-22
	F	<b>COMPLETE AND SUBMIT</b> Exercise 9-30
<b>Week 4</b>		
	M	<b>COMPLETE AND SUBMIT</b> Exercise 9-31
	T	<b>SUBMIT Lesson 9 assignments (9-9, 9-22, 9-30, 9-31)</b>
	W	<b>COMPLETE and SUBMIT Online Lesson 9 quiz</b>
	Th	<b>FINAL PROJECT: Unit Application 3-1, p. 407</b>
	F	
<b>Week 5</b>		
	M	
	T	<b>FINAL EXAM (See Instructor)</b>
	W	
	Th	<b>LAST DAY FOR LATE WORK</b>

## CM116B-Evening Schedule

6-Week	3-Week			
<b>Week 1</b>	<b>Week 1</b>	<b>Lesson 5</b>	5-17 5-18 5-25 5-26 Online Quiz for Lesson 5	
<b>Week 2</b>				
<b>Week 3</b>	<b>Week 2</b>	<b>Lesson 6</b>	6-11 6-21 6-26 6-27 Online Quiz for Lesson 6	
<b>Week 4</b>				
<b>Week 5</b>	<b>Week 3</b>	<b>Lesson 9</b>	9-9 9-22 9-30 9-31 Online Quiz for Lesson 9	
<b>Week 6</b>		<b>Final</b>	Final Project	
			Final Test	