

CLASS NUMBER AND NAME:	<b>CM166A—BEGINNING EXCEL</b>
TOTAL HOURS/UNITS:	25 HOURS—1 UNIT
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	Stewart, K. (2011). <i>Microsoft Office Excel 2010: A Lesson Approach, Complete</i> . McGraw-Hill: New York, NY. SimNet software, McGraw-Hill: New York, NY.  USB Drive
CLASS DESCRIPTION:	This class provides a hands-on experience with the Excel spreadsheet program. The student will learn to enter information into workbook files, format and edit worksheets, and use functional formulas to compute values. In addition, students will use Excel’s charting feature to create charts for illustrating and comparing values.
COURSE OBJECTIVE:	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 FORMAT OVERVIEW:	This class is a lab. Class time will be spent creating spreadsheets using Excel.
CLASS ATTENDANCE:	It is expected that each student will be in class when class begins. Attendance will be taken during class.
REQUIREMENTS:	Students are required to complete all assignments within each lesson and email the lessons to the grader. They are also required to complete practice training and exams for each lesson.
TESTING:	There will be a final exam and final projects at the end of the class.
TESTING OUT:	To test out, a student must use the SimNet login and complete the final projects and final exam with a score of 90% or greater.
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 receive a failing grade for the class. 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 Projects	25%

The final grade will be determined by the following percentages:

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. Identified parts of the Excel screen.
2. Created, formatted, and edited worksheets.
3. Computed values using simple and functional formulas.
4. Replicated data and formulas.
5. Created charts to illustrate and compare information.
6. Learned file management procedures and print functions.

## ASSIGNMENT SAVING AND SUBMISSION PROCEDURES

**Data file location:** go to [www.mhhe.com/lessonapproach2010](http://www.mhhe.com/lessonapproach2010) for the Excel 2010 data files. Click on the Student Edition and on the next screen, choose Excel from the **choose one** drop-down list. Select Lesson data files for the files (near the bottom of the list) that you will need for your Chapter 1 to Chapter 6 assignments. Click on each lesson and click on Save. Make sure that you select your portable drive (D if you are using a Wyse computer) and E if you are in Room 100. Extract the data files as they are in the zipped format. If you do not extract your zipped files, you may receive a message that your files are corrupted. Extracting will eliminate this problem.

### SAVING EXERCISES TO YOUR PORTABLE DRIVE:

Complete each step contained in each Lesson and save each assignment to your thumb drive (portable drive) with your initials followed by the file name given in the text. Example: ch 1-20.

1. **Click** on **Office Button** on the top left corner of screen
2. **Click** on **Save As**
3. **Click** on **My Computer** in the **Look In** panel on the left.
4. In the right panel, **Click** on your Flash Drive (it will be **D:\** if you are at Empire on a Wyse system). If you are in Room 100, it will be E.
5. Type the appropriate name for the lesson in the field called **File Name**
6. **Click Save**

**OPENING A FILE FROM YOUR PORTABLE DRIVE** (flash drive): You can do either A or B below.

A. Open directly from Portable Drive

- a. Put Flash Drive (portable drive) in the computer
- b. When dialogue box opens, notice the Letter of the drive. (It should be **D:\** drive if you are using a Wyse computer at Empire. It will be E if you are in Room 100). It may be a different letter drive if you are using a computer at home.
- c. Scroll down until you see “**Open Folder to View Files**” and click on the folder icon.
- d. (Notice the Letter of the Drive on the dialogue box.) Browse to find the file you want to open and **Click** on that file.

**OR** (Click **Start** button on task bar, **Click** on **My Computer** on right panel, **Click** on **D:\** Drive (or E Drive in Room 100), **Click** on name of document you want to open.

B. Open a file from a Microsoft Office Program

- a. At Empire, **Click** on the icon of the Microsoft Office Program on the Desktop(i.e. Excel, Word)
- b. **Click** the **Office Button** on the top left corner
- c. **Click Open**
- d. In the **Open** dialogue box, click **My Computer** in the **Look In** panel
- e. In the right panel, **Click** on your Flash Drive (it will be **D:\** if you are at Empire)
- f. Browse to locate your file and **Click**.

### SUBMISSION PROCEDURES

- Save all of your assignments with your initials followed by the exercise number to your drive. Attach each completed workbook at the end of the Lesson to an email to [cm166a@empirecollege.com](mailto:cm166a@empirecollege.com) as instructed in the assignments. **Your subject line must include your name and the assignment number. In the body of the email, include your instructor’s name, the room, and the class period.**

# Week 1

## LESSON 1 — Getting Acquainted With Excel

Complete Lesson 1—Exercises 1-1 through 1-29 on Pages EX-2 to EX-40

Read, follow the instructions, and create the workbooks as instructed in the textbook. When you get to page EX-26, Exercise 1-18, save as [your initials]1-18 as instructed in the text. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

- Continue working through the lesson and save the entire workbook again at the end of Exercise 1-29 on page EX-40 with your initials 1-29 as the file name.
- **To submit your assignment, email the grader (using the email you check on a regular basis) at [cm166a@empirecollege.com](mailto:cm166a@empirecollege.com) and attach the completed workbook at the end of the Lesson (1-29). Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

- Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. **See the instructions in this syllabus for completing the registration for your first login.**
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Excel Lesson 1 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 1 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

# Week 2

## LESSON 2 — Developing Worksheets

Complete Lesson 2—Exercises 2-1 through 2-19 on Pages EX-52 to EX-79.

Save—the entire workbook—at the end of Exercise 2-4 with the name designated in the book, [your initials] 2-4. Continue working through the exercises and remember to save each exercise with your initials followed by the file name as stated in the book. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

- **To submit your assignment, email the grader at [cm166a@empirecollege.com](mailto:cm166a@empirecollege.com) and attach the completed workbook at the end of the Lesson (2-19). Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

- Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Excel Lesson 2 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 2 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

## LESSON 3 — Developing Editing and Formatting Skills

Complete Lesson 3—Exercises 3-1 through 3-21 on Pages EX-94 to EX- 122.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

- **To submit your assignments, email the grader at [cm166a@empirecollege.com](mailto:cm166a@empirecollege.com) and attach the completed workbook at the end of the Lesson (3-21). Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

- Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Excel Lesson 3 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 3 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

## Week 3

### LESSON 4 — Exploring Formula Basics

Complete Lesson 4—Exercises 4-1 through 4-25 on Pages EX-140 to EX- 170.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

- **To submit your assignments, email the grader at [cm166a@empirecollege.com](mailto:cm166a@empirecollege.com) and attach the completed workbook at the end of the Lesson (4-25). Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

- Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Excel Lesson 4 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 4 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

## LESSON 5 — Exploring Function and Argument Basics

Complete Lesson 5—Exercises 5-1 through 5-22 on Pages EX-186 to EX- 215.

**IMPORTANT NOTE: Skip step 5 on page EX-197, Exercise 5-7:**

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

- To submit your assignments, email the grader at [CM166A@empirecollege.com](mailto:CM166A@empirecollege.com) and attach the completed workbook at the end of the Lesson (5-22). **Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

- Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login.
- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Excel Lesson 5 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 5 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

## Week 4

## LESSON 6 — Using dates, Times, and Logical Functions

Complete Lesson 6—Exercises 6-1 through 6-27 on Pages EX-228 to EX- 259.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name. **Ignore all printing references in the text as you will be attaching your files to an email for submission.**

- To submit your assignments, email the grader at [CM166A@empirecollege.com](mailto:CM166A@empirecollege.com) and attach the completed workbook at the end of the Lesson (6-26). **Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

### SimNet Assignments

- Log into [empirecollege.simnetonline.com](http://empirecollege.simnetonline.com) for the next assignments. See the instructions in this syllabus for completing the registration for your first login.

- You will be completing a practice session for each lesson. The Teach Me and Show Me portions of the lesson are optional. You will need to successfully complete the Let Me Try assignment with a score of 100 percent before taking the exam. It is graded as a percentage. Complete the Excel Lesson 6 Let Me Try SimNet assignment with a 100 percent score.
- Complete the Lesson 6 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. These are graded assignments.

## Week 5

### Final Projects and Final Exam

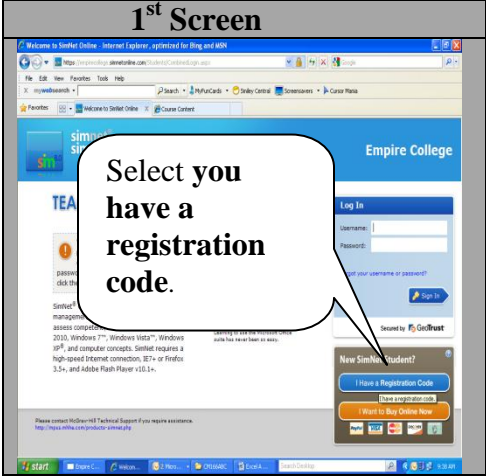
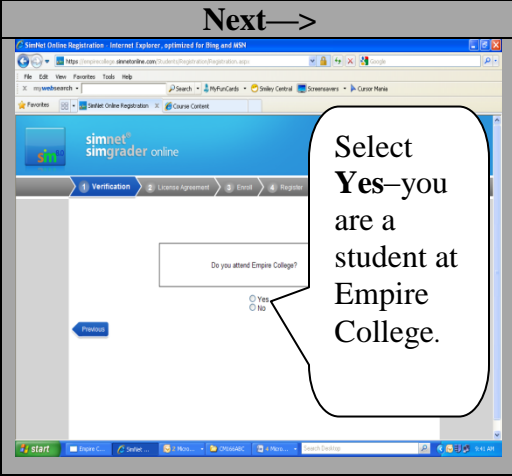
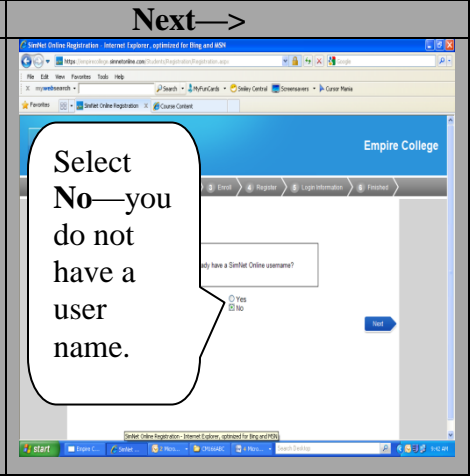
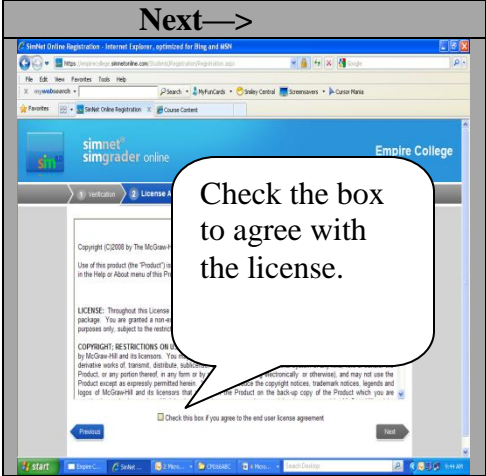
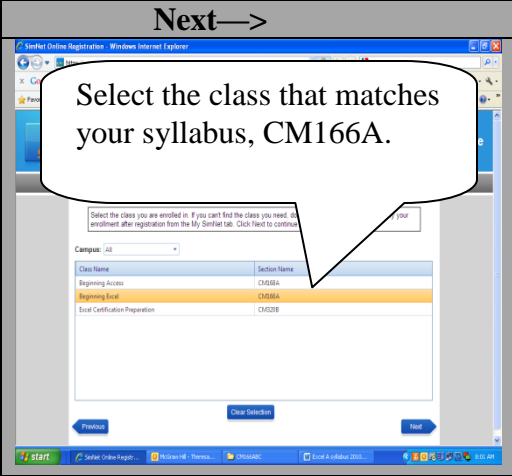
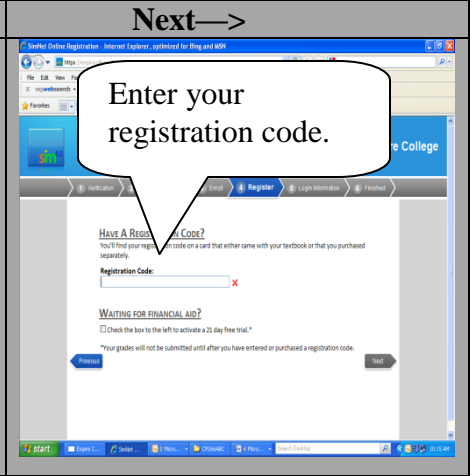
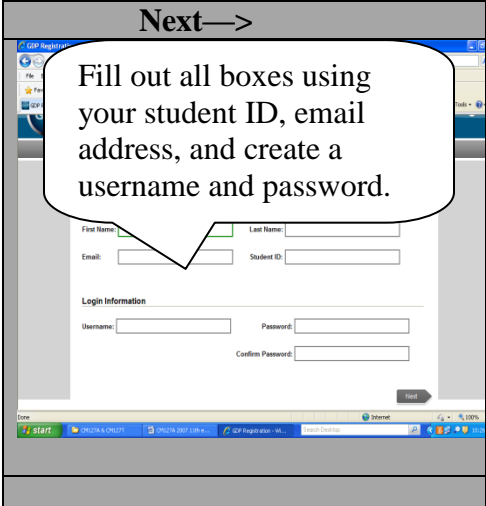
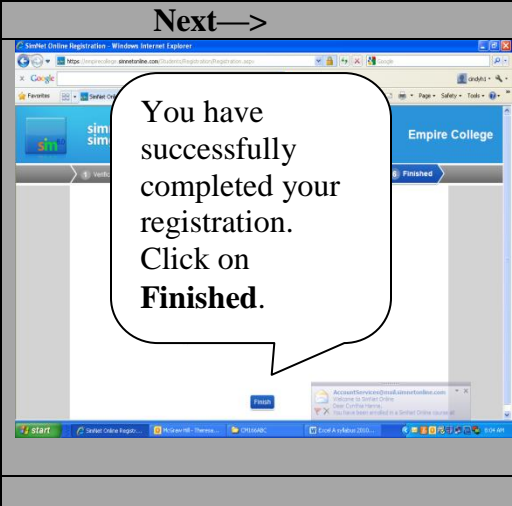
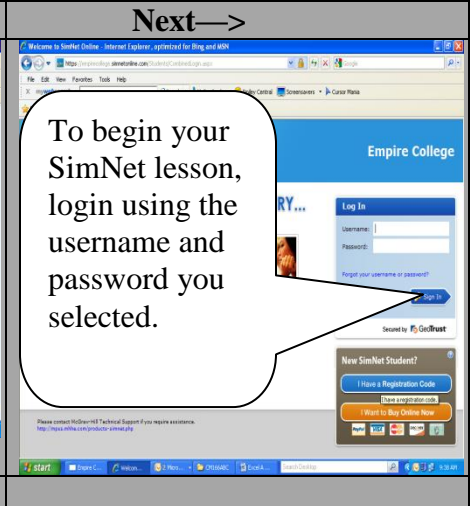
Complete the Unit 1 and Unit 2 SimNet Projects online. **The SimNet Grader project instructions are included in this syllabus.**

- Email the grader at [cm166a@empirecollege.com](mailto:cm166a@empirecollege.com) when you have completed all of your assignments, final projects, and exam. **Your subject line must include your first and last name and assignment number. The body of your email must include your instructor's name, room number, and class period for every assignment in this class.**

# SIMNET INSTRUCTIONS

## CM166A—Beginning Excel

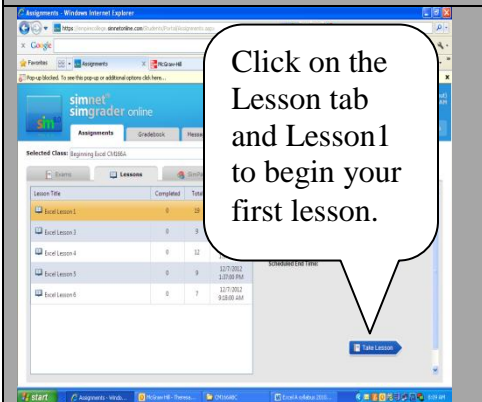
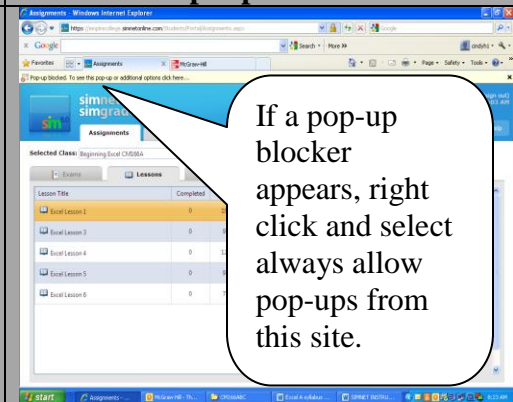
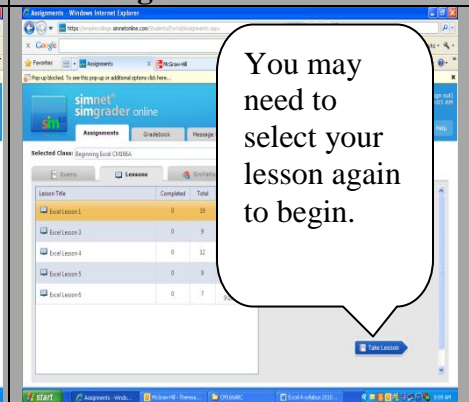
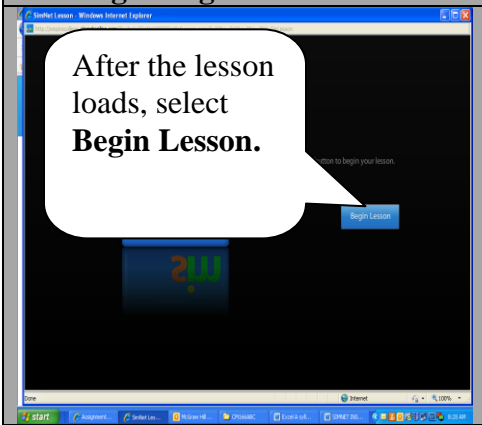
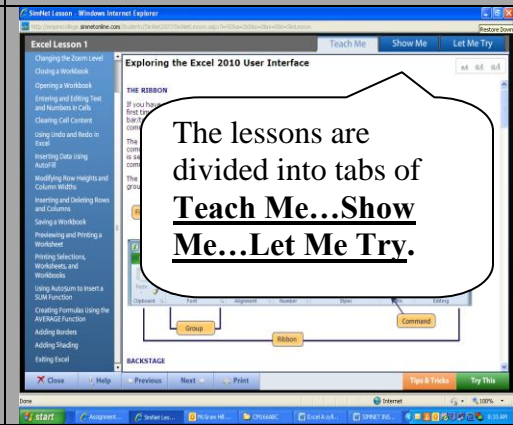
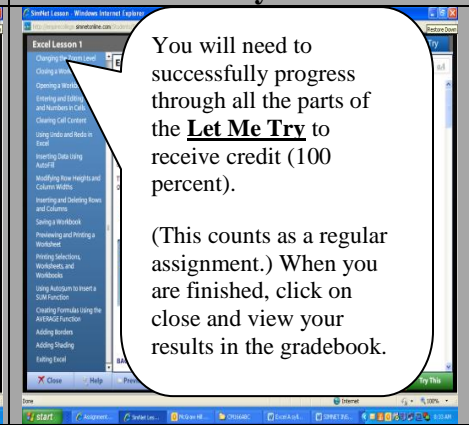
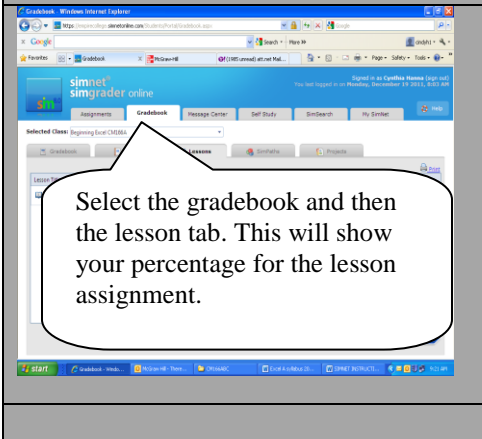
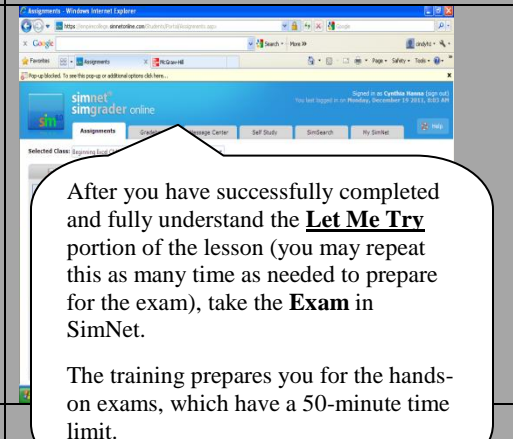
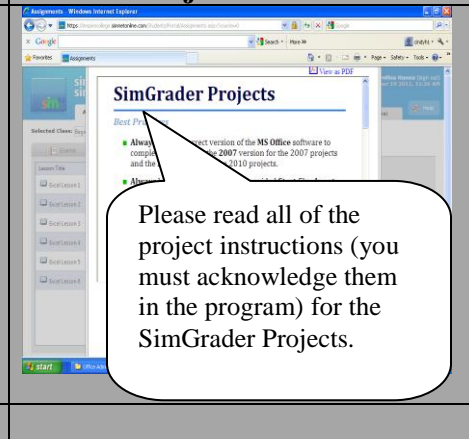
After you completed your lesson in the book, open Internet Explorer and go to **empirecollege.simnetonline.com**. As a new student, choose I have a registration code on the first screen and follow the screens below:

<p><b>1<sup>st</sup> Screen</b></p>  <p>Select you have a registration code.</p>	<p><b>Next→</b></p>  <p>Select <b>Yes</b>—you are a student at Empire College.</p>	<p><b>Next→</b></p>  <p>Select <b>No</b>—you do not have a user name.</p>								
<p><b>Next→</b></p>  <p>Check the box to agree with the license.</p>	<p><b>Next→</b></p>  <p>Select the class that matches your syllabus, CM166A.</p> <table border="1" data-bbox="641 1186 1063 1375"> <thead> <tr> <th>Class Name</th> <th>Section Name</th> </tr> </thead> <tbody> <tr> <td>Beginning Access</td> <td>CM58A</td> </tr> <tr> <td>Beginning Excel</td> <td>CM58A</td> </tr> <tr> <td>Excel Certification Preparation</td> <td>CM58B</td> </tr> </tbody> </table>	Class Name	Section Name	Beginning Access	CM58A	Beginning Excel	CM58A	Excel Certification Preparation	CM58B	<p><b>Next→</b></p>  <p>Enter your registration code.</p>
Class Name	Section Name									
Beginning Access	CM58A									
Beginning Excel	CM58A									
Excel Certification Preparation	CM58B									
<p><b>Next→</b></p>  <p>Fill out all boxes using your student ID, email address, and create a username and password.</p>	<p><b>Next→</b></p>  <p>You have successfully completed your registration. Click on <b>Finished</b>.</p>	<p><b>Next→</b></p>  <p>To begin your SimNet lesson, login using the username and password you selected.</p>								

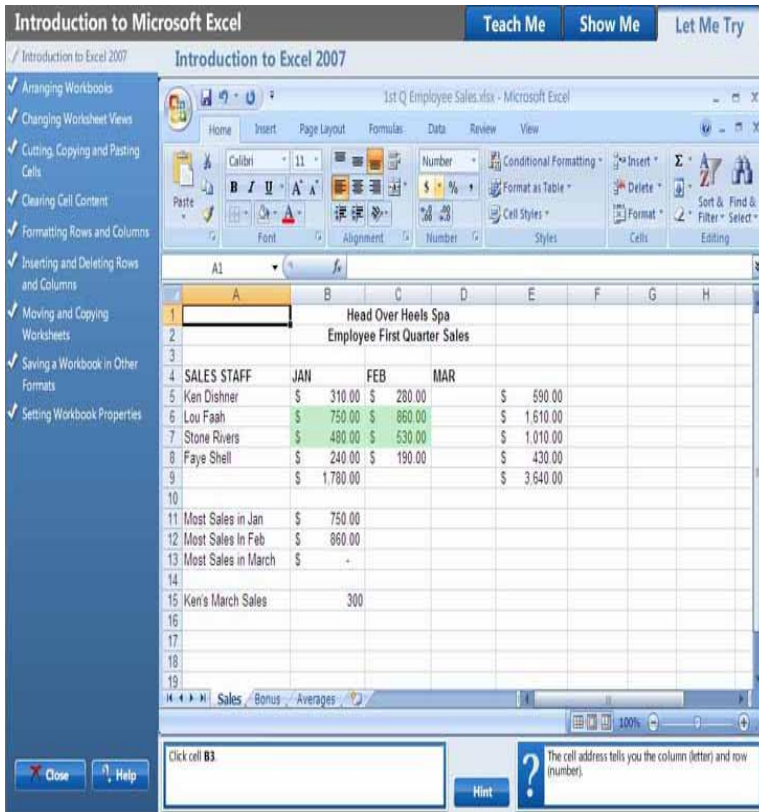
# SIMNET INSTRUCTIONS

Teach Me...Show Me...Let Me Try  
Lessons—Exams—Projects

For online help: <https://empirecollege.simnetonline.com/Help/StudentPortal/>

<p><b>1<sup>st</sup> Screen—Lesson Screen</b></p>  <p>Click on the Lesson tab and Lesson 1 to begin your first lesson.</p>	<p><b>Pop-Up Blocker</b></p>  <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	<p><b>Begin Lesson</b></p>  <p>You may need to select your lesson again to begin.</p>
<p><b>Beginning Lesson</b></p>  <p>After the lesson loads, select <b>Begin Lesson</b>.</p>	<p><b>Teach Me..Show Me..Let Me Try</b></p>  <p>The lessons are divided into tabs of <b>Teach Me...Show Me...Let Me Try</b>.</p>	<p><b>Let Me Try</b></p>  <p>You will need to successfully progress through all the parts of the <b>Let Me Try</b> to receive credit (100 percent).</p> <p>(This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
<p><b>Gradebook</b></p>  <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson assignment.</p>	<p><b>Exams</b></p>  <p>After you have successfully completed and fully understand the <b>Let Me Try</b> portion of the lesson (you may repeat this as many times as needed to prepare for the exam), take the <b>Exam</b> in SimNet.</p> <p>The training prepares you for the hands-on exams, which have a 50-minute time limit.</p>	<p><b>Projects</b></p>  <p>Please read all of the project instructions (you must acknowledge them in the program) for the SimGrader Projects.</p>

# Completing the Let Me Try Portion of a Lesson

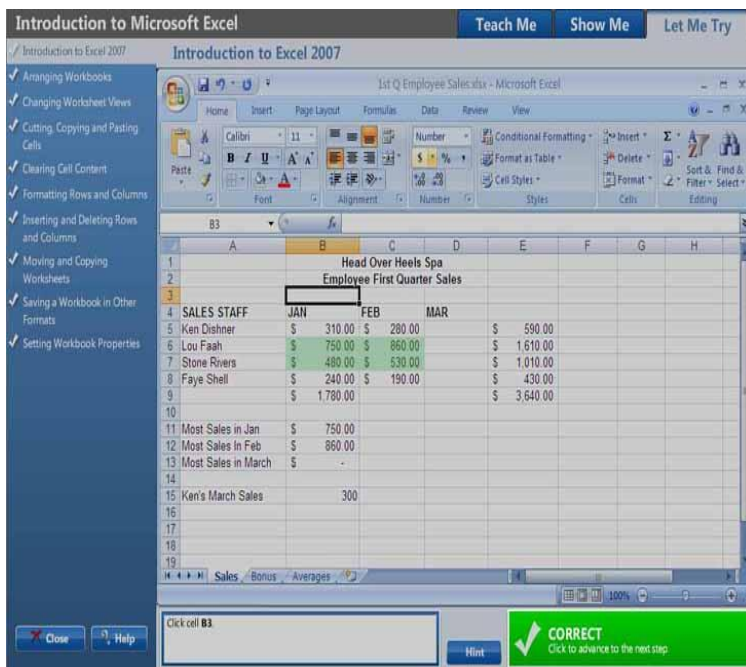


In order for an assigned task to be marked as complete in your instructor's reports, you must complete all the steps in the Let Me Try portion of the task

**The Teach Me and Show Me portions of the lesson are optional.**

To complete the **Let Me Try** portion of a task:

1. Click a task in the lesson navigation menu on the left of the screen.
2. Click the **Let Me Try** tab.
3. Answer the question in the box on the bottom of your screen by completing the appropriate action in the simulated interface.
  - a. If you need help, click the **Hint** button.
4. The program will tell you if your response was correct or incorrect.
  - a. If you answer correctly, click the box to the right of the question with a **Correct** checkmark that says **Click here to advance to the next step**.
5. Continue answering the question for each step
6. When you have completed the last step of the **Let Me Try**, click the green checkmark that says **You've completed this task** to close the exercise and return to the **Teach Me** tab.
7. A checkmark appears next to the task to show it has been completed. You should have a score of 100 percent in the gradebook.



To view a video on this topic go to

<https://empirecollege.simnetonline.com/Help/StudentPortal/Instructions.aspx?fileid=130>

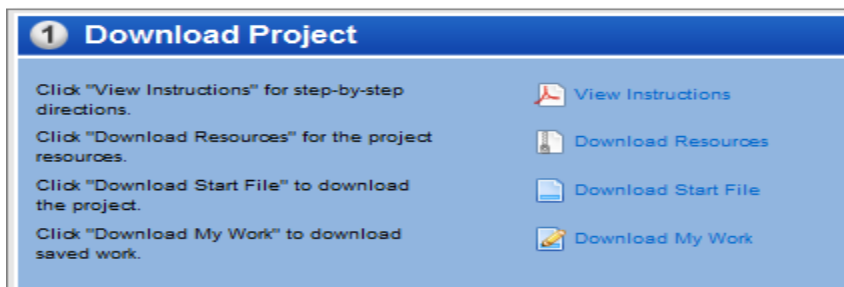
# SimGrader Project Instructions

## Best Practices

- **Always** use the correct version of the **MS Office** software to complete the projects; the **2007** version for the 2007 projects and the **2010** version for the 2010 projects.
- **Always** begin the project with the provided **Start** file; **do not** start the project in a new file that you create yourself.
- **Always** follow the project instructions in **sequential** order and **exactly** as written.
- **Always** use a **single space** after punctuation at the end of a sentence; **do not** use two spaces after punctuation at the end of a sentence.
- **Always** check your document for extra spaces or blank lines and delete them. (There should be no spaces after punctuation when the sentence is the last sentence in a paragraph.)
- **Do not** copy and paste any part of the project unless specified in the instructions.

## Steps to completing a project in SimGrader

### Step 1: Download Project



#### Download Instructions

Click the **Download Instructions** button to download the project instructions.

#### Download Resources

Click the **Download Resources** button, if visible, to download any extra files that are necessary to complete the project. (If the link does not appear, it means that the project does not require any extra files.)

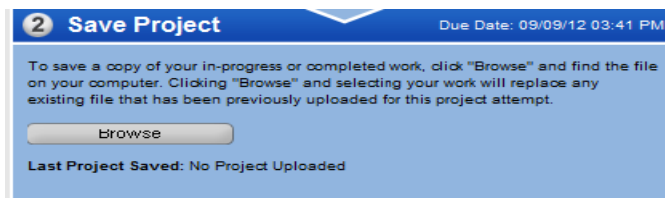
#### Download Start File

Click the **Download Start File** button to download the start file that you will use to complete the exercise. **ONLY** use the provided start file to complete your work.

#### Download My Work

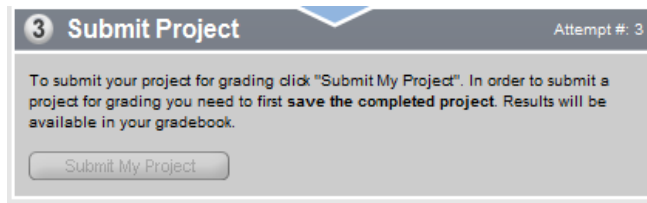
Click the **Download My Work** button to retrieve your saved work from SimGrader.

### Step 2: Save Project



Click the **Browse** button to upload and save your project file to the SimGrader system. This *does not* submit the file for grading.

### Step 3: Submit Project



Click the **Submit My Project** button to submit your finished project for grading. Your results will be displayed under the **Gradebook** tab, in the **Projects** tab. Click the project name, and then click the **View Projects Results Details** arrow at the bottom of the window. The **Project Results** window will open and display the project results **feedback**. Click the arrow next to the Item number to view the detailed results feedback.

## CM166A Evening Schedule

6-Week	3-Week			
Week 1	Week 1	Lesson 1	<b>1-29</b> Completed workbook at the end of the Lesson Let Me Try Training and Exam in SimNet	
Week 2		Lesson 2	<b>2-19</b> Completed workbook at the end of the Lesson Let Me Try Training and Exam in SimNet	
Week 3	Week 2	Lesson 3	<b>3-21</b> Completed workbook at the end of the Lesson Let Me Try Training and Exam in SimNet	
Week 4		Lesson 4	<b>4-25</b> Completed workbook at the end of the Lesson Let Me Try Training and Exam in SimNet	
		Lesson 5	<b>5-22</b> Completed workbook at the end of the Lesson Let Me Try Training and Exam in SimNet	
Week 5	Week 3	Lesson 6	<b>6-26</b> Completed workbook at the end of the Lesson Let Me Try Training and Exam in SimNet	
Week 6		Final Projects	Final Projects in SimNet  Final Exam in SimNet	