

CLASS NUMBER AND NAME:	CM166A—BEGINNING EXCEL
TOTAL HOURS/UNITS:	25 HOURS—1 UNIT
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	Stewart, K. (2008). <i>Microsoft® Office Excel®: A Professional Approach</i> . McGraw-Hill: Burr Ridge, Illinois 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 attach them to an email for submission. They are also required to complete and email the online quizzes at the end of each lesson.
TESTING:	There will be a final exam at the end of the class that must be completed in the presence of an instructor.
TESTING OUT:	To challenge out of a class, a student must pass 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. These tests must be taken under the direct supervision of a scheduled lab instructor.
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 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:** choose **File, Open, C:\Data\CM166ABC (Excel 2007)** and choose the **Lesson folder or you may download them to your USB drive from the www.mhhe.com/pas07** site. Select the purple book and the lesson data files from the list on the left side of the screen. Save those files to your USB drive.

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 (Excel 2007) and the appropriate Lesson folder or you may download them to your USB drive from the www.mhhe.com/pas07** site. Select the purple book and the lesson data files from the list on the left side of the screen. Save those files to your USB drive.

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 your drive (it should be E in Room 100 and D on the Wyse labs)
- 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 on 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 cm166a@empirecollege.com and make sure send a copy to yourself as well. **Please email each quiz results to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive.**
- Your Section ID is your student number.

SUBMISSION PROCEDURES FOR ASSIGNMENTS

- Attach all completed exercises (by Lesson) as listed on this syllabus to an email using cm166a@empirecollege.com as the address. **Your subject line must include your first and last name and the assignment number. The body of your email must include your instructor’s name, room number, and class hour.**

Week 1

LESSON 1 -- Getting Started With Excel

M

Complete Exercises 1-1 through 1-17

- Start on page 2, Lesson 1, of the text.
- Read and follow the instructions. On page 12, Exercise 1-7, use the following instructions to open the file. This book is written for Vista and we use XP—(screen and instructions will not always match the book.)
 - **Skip the book instructions on 1-7 and open the file by using the directions below:**
 - Click on the Microsoft Office Button
 - Click on “Open”
 - Click on “My Computer”
 - Double Click on **C: \Data\CM166ABC – Excel 2007**
 - Double click Lesson 1 and double click on **JanIceCream** to open the file
 - Continue on Page 13 with the “Editing a Worksheet” section
- When you get to Exercise 1-13, **SAVE** the entire workbook as stated in the text.
Save Exercise 1-13, the entire workbook, as instructed in the book.
NOTE: the Save As screen will look a little different from the picture on p. 21.
Skip 1-16 on Page 24 and continue with 1-17 on page 25 to exit Excel.

T

At the end of every Lesson, **COMPLETE** and **SAVE** the assignments listed on this syllabus. (Skip the others.)

Exercise 1-22—Complete and save
 Exercise 1-23 —Complete and save

- **SUBMIT** all the Lesson 1 assignments (Exercise 1-13, 1-22, and 1-23) attached to an email addressed to the grader at cm166a@empirecollege.com. Your first and last name and the assignment number must be included in the subject line. In the body of the email include your instructor’s name, room number, the hour of the class.

COMPLETE and **SUBMIT** Online Lesson 1 quiz

The online quiz is located on www.mhhe.com/pas07. Click on the Excel 2007 icon. You may use your book for the quizzes. Email a copy of the quiz results to cm166a@empirecollege.com. Follow this procedure for every chapter quiz.

- **Please email the results of each quiz to cm166a@empirecollege.com and email a copy to your personal email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive.**

LESSON 2 -- Creating a Worksheet

W

Complete Exercises 2-1 through 2-19

Th

Complete and save—Exercise 2-19

COMPLETE and save only these exercises at the end of the lesson.

Exercise 2-21—Complete and save
 Exercise 2-22—Complete and save
 Exercise 2-25—Complete and save

	F	<ul style="list-style-type: none"> • SUBMIT Lesson 2 assignments (Exercises 2-19, 2-21, 2-22, and 2-25) Attach these assignments to an email addressed to cm166a@empirecollege.com. Your first and last name and the assignment number must be included in the subject line. In the body of the email include your instructor's name, room number, and class hour. • COMPLETE and SUBMIT Online Lesson 2 quiz as instructed in this outline. Please email each quiz to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive.
Week 2	LESSON 3 -- Using Editing & Formatting Tools	
	M	<p>Complete Exercises 3-1 through 3-22 Ex. 3-8, step 1: un-check box that says "Match entire cell contents"</p> <p>COMPLETE and SAVE Exercise 3-22</p>
	T	<p>COMPLETE and SAVE Exercise 3-27 (Before saving this assignment, go to the Page Layout tab and change the scale to 100% if needed) Exercise 3-28—Complete and save</p>
	W	<ul style="list-style-type: none"> • SUBMIT Lesson 3 assignments (exercises 3-22, 3-27, and 3-28) attached to an email to cm166a@empirecollege.com. • COMPLETE and SUBMIT Online Lesson 3 quiz as instructed in this outline. Please email each quiz to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive.
	LESSON 4 -- Working with Cells, Columns, Rows, and Sheets	
	Th	<p>Complete exercises 4-1 through 4-28 Note: Ex 4-19, step 6: press Ctrl + the Down <u>A</u>row</p>
F	<p>COMPLETE and SAVE Exercise 4-28</p> <p>COMPLETE and SAVE Exercise 4-33—Complete and save Exercise 4-34—Complete and save</p>	
Week 3	M	<ul style="list-style-type: none"> • SUBMIT Lesson 4 assignments (exercises 4-28, 4-33, 4-34) attached to an email addressed to cm166a@empirecollege.com. Use your first and last name and assignment number in the subject line. Include your instructor's name, room number, and class period in the body of the email. • COMPLETE and SUBMIT Online Lesson 4 quiz as instructed in this outline. Please email each quiz to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive.
	LESSON 5--Working With Simple Formulas	
T	<p>Complete Exercises 5-1 through 5-19 (SKIP 5-20) To open the template for 5-1 on page 163, go to the data files for Lesson 5 on the C drive. On 5-6 on page 169—When entering values in step 6, it should be B24:D24 instead of B24:C24.</p> <p>Note: In Ex. 5-11, step 1, make sure you insert a new column E. This will move the information from G6 to H6 and the formula E6*H6 will work. Ex. 5-19: Ignore the screen shot in Figure 5-14 (it is from Windows Vista)</p>	

	W	<p>COMPLETE and SAVE Exercise 5-18—add the background from 5-19 and resave with the changes as 5-18 again. <u>Skip 5-20</u></p> <p>COMPLETE and SAVE Exercise 5-25—Complete and save Exercise 5-26—Complete and save</p>	
	Th	<ul style="list-style-type: none"> • SUBMIT Lesson 5 assignments (exercises 5-18, 5-25, 5-26) attached to an email addressed to cm166a@empirecollege.com. Use your first and last name and assignment number in the subject line. You must include your instructor's name, room number, and class period in the body of the email. • COMPLETE and SUBMIT Online Lesson 5 quiz. Please email each quiz to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive. 	
LESSON 6 -- Working with Functions			
	F	<p>Complete Exercises 6-1 through 6-21</p> <ul style="list-style-type: none"> • Ex. 6-2: If the numbers are already in the formula, you may skip the step 8-13. 	
Week 4	M	<p>COMPLETE and SAVE Exercise 6-21</p> <p>COMPLETE and SAVE Exercise 6-26—Complete and save Exercise 6-27—Complete and save</p>	
	T	<ul style="list-style-type: none"> • SUBMIT Lesson 6 assignments (exercises 6-21, 6-26, 6-27) attached to an email addressed to cm166a@empirecollege.com. Use your first and last name and assignment number in the subject line and the appropriate information in the body of the email. • COMPLETE and SUBMIT Online Lesson 6 quiz as instructed in this outline. Please email each quiz to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive. 	
	LESSON 9 -- Building Charts		
		W	<p>Complete exercises 9-1 through 9-25 Note: Ex. 9-7, step 5: The Chart Elements box is the top box is the Current Selection tab in the Chart Tools Format group (there is a drop down arrow next to the box). On 9-24, if your chart doesn't work properly, select your first set of data before you use the Control key.</p> <p>COMPLETE and SAVE Exercise 9-25</p>
		Th	<p>COMPLETE and SAVE Exercise 9-30—Complete and save Exercise 9-31—Complete and save</p>
	F	<ul style="list-style-type: none"> • SUBMIT Lesson 9 assignments (exercises 9-25, 9-30, 9-31) attached to an email addressed to cm166a@empirecollege.com. Use your first and last name and assignment number in the subject line. • COMPLETE and SUBMIT Online Lesson 9 quiz as instructed in this outline. Please email each quiz to cm166a@empirecollege.com and email a copy to your email. The boxes for emailing the quizzes are located at the bottom of each quiz. You do not need to save the quiz to your USB drive. 	

Week 5

M	FINAL PROJECT: Complete and SAVE Unit Application 3-1, p. 407 Email to the grader at cm166a@empirecollege.com. (HINT: Part of the project involves a combination chart. One of the series is a bar graph and the other two are line graphs.)
T	Complete all assignments for the class.
W	FINAL EXAM (See Instructor)
Th	LAST DAY FOR ASSIGNMENT SUBMISSION Please email the grader when you think you have completed all of the assignments for this class. Include your first and last name and the reason for the email in the subject line. Include your instructor's name, room number, and class period in the body of your email.
F	FINALIZING GRADES

CM166A-Evening Schedule

6-Week 3-Week

Week 1	Week 1	Lesson 1	1-13 1-22 1-23 Online Quiz for Lesson 1	
Week 2		Lesson 2	2-19 2-21 2-22 2-25 Online Quiz for Lesson 2	
Week 3	Week 2	Lesson 3	3-22 3-27 3-28 Online Quiz for Lesson 3	
Week 4		Lesson 4	4-28 4-33 4-34 Online Quiz for Lesson 4	
		Lesson 5	5-18 5-25 5-26 Online Quiz for Lesson 5	
Week 5		Week 3	Lesson 6	6-21 6-26 6-27 Online Quiz for Lesson 6
Week 6	Lesson 9		9-25 9-30 9-31 Online Quiz for Lesson 9	
	Final		Final Project Final Test	