

CLASS NUMBER AND NAME: **CM166B—INTERMEDIATE EXCEL FOR WINDOWS**

TOTAL HOURS/UNITS: 25 HOURS—1 UNIT

PREREQUISITES: CM166A—Beginning Excel for Windows

TEXTS AND MATERIALS: Stewart, K. (2011). *Microsoft Office Excel 2010: A Lesson Approach, Complete*. McGraw-Hill: New York, NY.
SimNet software, McGraw-Hill: New York, NY.

USB Drive

CLASS DESCRIPTION: This class provides hands-on experience with the Excel spreadsheet program. The student will complete business applications in Excel, practicing specific concepts such as logical and financial functions; rounding and nesting functions; using images, SmartArt, and graphics; and working with tables.

COURSE OBJECTIVE: The objective of this class is to give the student an intermediate 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 the class.

REQUIREMENTS: Students are required to complete all assignments within each lesson.

TESTING: There will be a final exam and final projects at the end of the class.

CHALLENGE TEST: To test out, a student must use the SimNet login and complete the final projects and final exam with a score of 90 percent 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 and Exam	25%

FINAL GRADE: 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. Computed values using logical, financial, rounding, and nesting functions.
2. Utilized AutoShapes, WordArt, and Comments.
3. Worked with images, SmartArt and 3-D references.
4. Used data tables and pivot tables.
5. Worked with named ranges and structured references.
6. An understanding of the chart tools and their uses.
7. Consolidated and linked workbooks.

ASSIGNMENT SAVING AND SUBMISSION PROCEDURES

Data file location: go to 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 assignments. This class covers Lessons 7 to 12. Click on each lesson and click on Save. Make sure that you select your portable drive (D if you are using a Wyse computer or E in Room 100) and extract your lessons.

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 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 the completed workbook for each lesson to an email for submission to the CM166B@empirecollege.com as instructed in the lesson assignments. **The 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.**

Week 1

LESSON 7 – Building Worksheet Charts

Complete Lesson 7—Exercises 7-1 through 7-29 on Pages EX-276 to EX-309. Read, follow the instructions, and create the workbooks as instructed in the textbook. When you get to page EX-288, Exercise 7-11, save as [*your initials*] 7-11 as instructed in the text.

- **As you complete the assignments, save each of the exercises**, as stated in the text with your initials followed by the file name.

To submit your assignments, **email the grader (using the email you check on a regular basis) at CM166B@empirecollege.com and attach the completed workbook at the end of the lesson (7-29). The 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 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. They include Teach Me...Show Me...Let Me Try. You will need to successfully complete the LetMe Try assignment before taking the exam. It is graded as a percentage. Complete the Excel Lesson 7 session.
- Complete the Lesson 7 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam.

LESSON 8 – Working With Excel Tables

Complete Lesson 8—Exercises 8-1 through 8-24 on Pages EX-322 to EX-352.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name.

To submit your assignments, **email the grader (using the email you check on a regular basis) at CM166B@empirecollege.com and attach the completed workbook at the end of the lesson (8-24). The 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 for the next assignments.
- You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to complete successfully the LetMe Try assignment before taking the exam. It is graded as a percentage.
- Complete the Lesson 8 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam.

Week 2

LESSON 9– Using What-If Analysis Tools

Complete Lesson 9—Exercises 9-1 through 9-23 on Pages EX-366 to EX-395.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name.

To submit your assignments, **email the grader (using the email you check on a regular basis) at CM166B@empirecollege.com and attach the completed workbook at the end of the lesson (9-23). The 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 for the next assignments.
- You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to complete successfully the LetMe Try assignment before taking the exam. It is graded as a percentage.
- Complete the Lesson 9 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam.

LESSON 10– Auditing and Validating Workbook Data

Complete Lesson 10—Exercises 10-1 through 10-24 on Pages EX-414 to EX-443.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name.

To submit your assignments, **email the grader (using the email you check on a regular basis) at CM166B@empirecollege.com and attach the completed workbook at the end of the lesson (10-24). The 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 for the next assignments.
- You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to complete successfully the LetMe Try assignment before taking the exam. It is graded as a percentage.
- Complete the Lesson 10 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam.

Week 3

LESSON 11—Expanding Skills with Functions and Objects

Complete Lesson 11—Exercises 11-1 through 11-27 on Pages EX-458 to EX-490.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name.

To submit your assignments, **email the grader (using the email you check on a regular basis) at CM166B@empirecollege.com and attach the completed workbook at the end of the lesson (11-27). The 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 for the next assignments.
- You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to complete successfully the LetMe Try assignment before taking the exam. It is graded as a percentage.
- Complete the Lesson 11 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam.

Week 4

LESSON 12 – Consolidating Data and Linking Workbooks

Complete Lesson 12—Exercises 12-1 through 12-27 on Pages EX-504 to EX-530.

As you complete the assignments, save each of the exercises as stated in the text with your initials followed by the file name.

To submit your assignments, **email the grader (using the email you check on a regular basis) at CM166B@empirecollege.com and attach the completed workbook at the end of the lesson (12-20). The 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 for the next assignments.
 - You will be completing a practice session for each lesson. They include Teach Me...Show Me...Let Me Try. You will need to complete successfully the LetMe Try assignment before taking the exam. It is graded as a percentage.
- Complete the Lesson 12 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam.

Week 5

Complete the Final Projects and Exam in SimNet.

Final — SimNet Projects

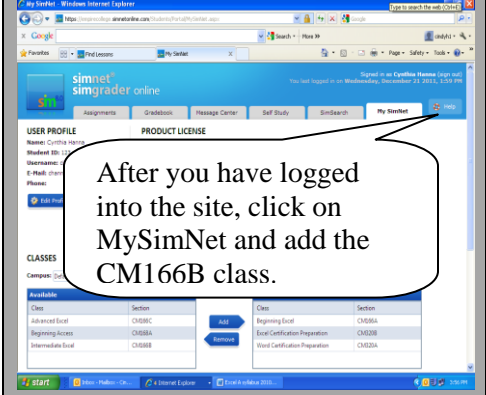
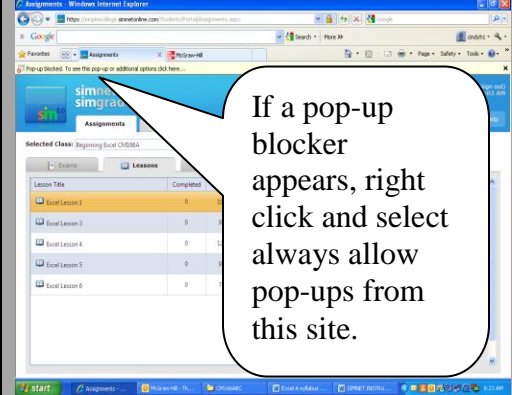
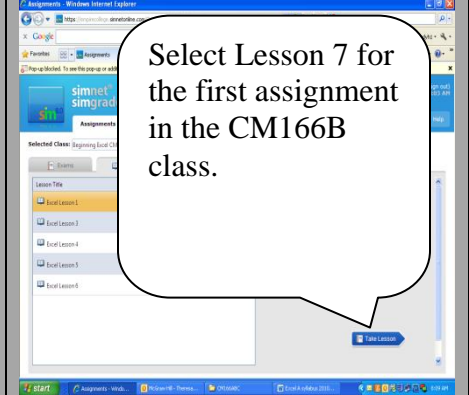

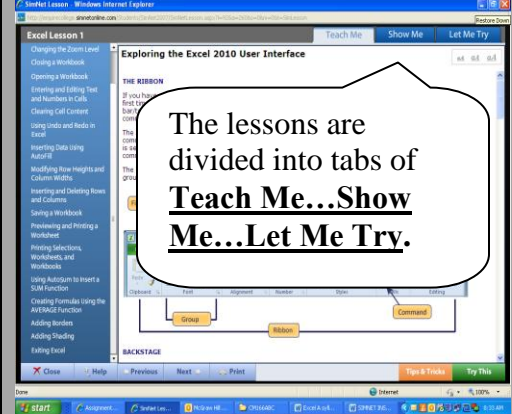
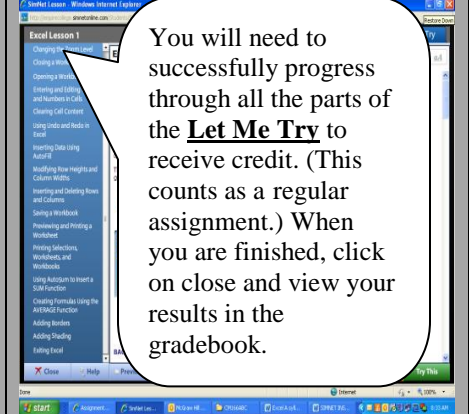
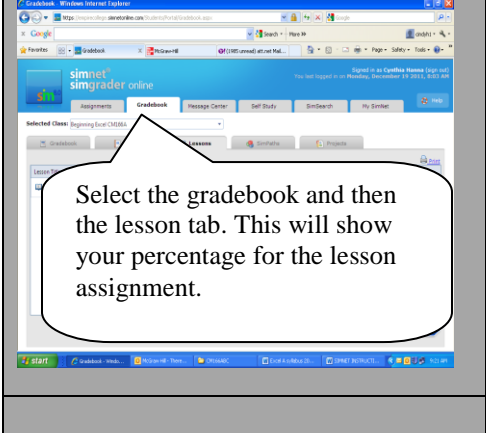
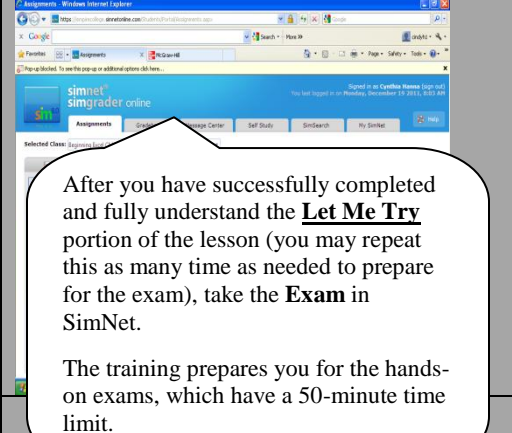
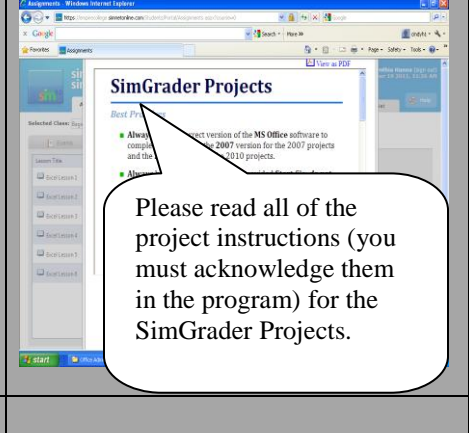
Final—Final SimNet Exam

Email the grader at CM166B@empirecollege.com when you have completed all of your assignments, final project, and final exam.

SIMNET INSTRUCTIONS

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

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

<p>1st Screen—Lesson Screen</p>  <p>After you have logged into the site, click on MySimNet and add the CM166B class.</p>	<p>Pop-Up Blocker</p>  <p>If a pop-up blocker appears, right click and select always allow pop-ups from this site.</p>	<p>Begin Lesson</p>  <p>Select Lesson 7 for the first assignment in the CM166B class.</p>
<p>Beginning Lesson</p>  <p>After the lesson loads, select Begin Lesson.</p>	<p>Teach Me..Show Me..Let Me Try</p>  <p>The lessons are divided into tabs of Teach Me...Show Me...Let Me Try.</p>	<p>Let Me Try</p>  <p>You will need to successfully progress through all the parts of the Let Me Try to receive credit. (This counts as a regular assignment.) When you are finished, click on close and view your results in the gradebook.</p>
<p>Gradebook</p>  <p>Select the gradebook and then the lesson tab. This will show your percentage for the lesson assignment.</p>	<p>Exams</p>  <p>After you have successfully completed and fully understand the Let Me Try portion of the lesson (you may repeat this as many time as needed to prepare for the exam), take the Exam in SimNet.</p> <p>The training prepares you for the hands-on exams, which have a 50-minute time limit.</p>	<p>Projects</p>  <p>Please read all of the project instructions (you must acknowledge them in the program) for the SimGrader Projects.</p>

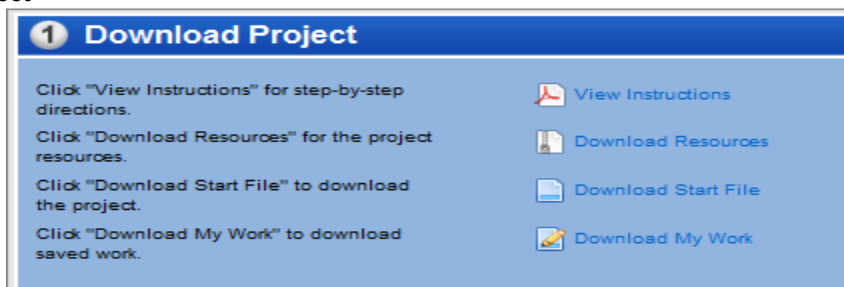
SimGrader Project Instructions

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.)

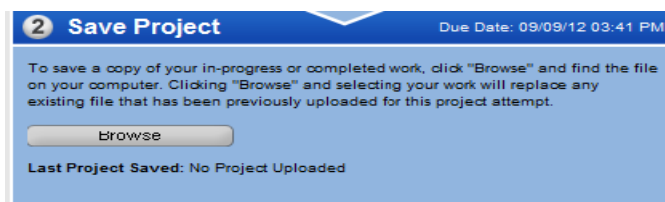
Download Start File

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

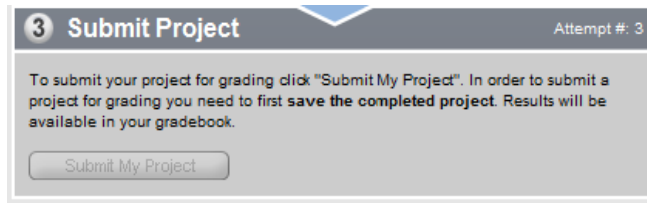
Click the **Download My Work** button to retrieve your saved work from SimGrader.

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.

CM166B-Evening Schedule

Evening Schedule		Lessons	Assignments	
6-Week	3-Week			
Week 1	Week 1	Lesson 7	7-29 Let Me Try Training and Exam in SimNet	
Week 2		Lesson 8	8-24 Let Me Try Training and Exam in SimNet	
Week 3	Week 2	Lesson 9	9-23 Let Me Try Training and Exam in SimNet	
		Lesson 10	10-24 Let Me Try Training and Exam in SimNet	
Week 4		Lesson 11	11-27 Let Me Try Training and Exam in SimNet	
		Lesson 12	12-20 Let Me Try Training and Exam in SimNet	
Week 5	Week 3	FINAL Projects	SimNet Final Projects	
Week 6		Final Exam	SimNet Final Exam	