

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. (2008). *Microsoft® Office Excel®: A Professional Approach*. McGraw-Hill: Burr Ridge, Illinois.

Jump 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 2007 for Windows 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 chapter.

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%

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. Explored multiple worksheets.
5. Worked with named ranges and structured references.
6. Used worksheet templates.

ASSIGNMENT SAVING AND SUBMISSION PROCEDURES

- **Data file location:** choose File, Open, 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”

SUBMITTING WORK

Please submit each lesson as a group with one assignment sheet for grading

LESSON QUIZZES

At the end of each lesson, complete the online Lesson Quiz. The online quiz is located at 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 and make sure send a copy to yourself as well.
- Your Section ID is your student number.

Week 1	LESSON 7 – Using Logical and Financial Functions	
		Complete Exercises 7-1 through 7-21
	M	PRINT TO SUBMIT Exercise 7-19
	T	COMPLETE AND SUBMIT Exercise 7-26 Exercise 7-28
		SUBMIT Lesson 7 exercises (7-19, 7-26, and 7-28) COMPLETE and SUBMIT Online Lesson 7 quiz
LESSON 8 – Rounding and Nesting Functions		
	W	<i>Complete Exercises 8-1 through 8-14</i>
		PRINT TO SUBMIT Exercise 8-12
	Th	COMPLETE AND SUBMIT Exercise 8-19 Exercise 8-21
	F	SUBMIT Lesson 8 exercises (8-12, 8-19, and 8-21) COMPLETE and SUBMIT Online Lesson 8 quiz
Week 2	LESSON 10 – Inserting Shapes	
		Complete Exercises 10-1 through 10-23
	M	PRINT TO SUBMIT Exercise 10-23
	T	COMPLETE AND SUBMIT Exercise 10-28 Exercise 10-29
	W	SUBMIT Lesson 10 exercises (10-23, 10-28, and 10-29) COMPLETE and SUBMIT Online Lesson 10 quiz
LESSON 11 – Using Images and SmartArt Graphics		
	Th	<i>Complete exercises 11-1 through 11-18</i>
		PRINT TO SUBMIT Exercise 11-11 Exercise 11-13 Exercise 11-18
	F	COMPLETE AND SUBMIT Exercise 11-23 Exercise 11-25

Week 3		
	M	SUBMIT Lesson 11 exercises (11-11, 11-13, 11-18, 11-23, and 11-25) COMPLETE and SUBMIT Online Lesson 11 quiz
LESSON 12—Using 3-D References		
	T	<i>Complete Exercises 12-1 through 12-12</i>
	W	PRINT TO SUBMIT Exercise 12-10 The digital signatures do not work in the labs. Please read about the process and print at the end of 12-10 on page 420. COMPLETE AND SUBMIT Exercise 12-17 Exercise 12-18
	Th	SUBMIT Lesson 12 exercises (12-11, 12-17, and 12-18) COMPLETE and SUBMIT Online Lesson 12 quiz
LESSON 13 – Working with Tables		
	F	<i>Complete Exercises 13-1 through 13-19</i>
Week 4		
	M	PRINT TO SUBMIT Exercise 13-13 Exercise 13-18 <i>COMPLETE AND SUBMIT</i> Exercise 13-25
	T	SUBMIT Lesson 13 exercises (13-13, 13-18, and 13-25) COMPLETE and SUBMIT Online Lesson 13 quiz
LESSON 14 – Using Named Ranges and Structured References		
	W	<i>Complete exercises 14-1 through 14-19</i> PRINT TO SUBMIT Exercise 14-12 Exercise 14-19
	Th	COMPLETE AND SUBMIT Exercise 14-24 Exercise 14-26 (HINT: columns B and C are referred to as columns 2 and 3 in VLookup). Select columns A, B and C for the VLookup (instead of columns B and C only)
	F	SUBMIT Lesson 14 exercises (14-12, 14-19, 14-24, and 14-26) COMPLETE and SUBMIT Online Lesson 14 quiz
Week 5		
	M	FINAL PROJECT: Unit Application 4-1, p. 494
	T	FINAL PROJECT: Unit Application 4-1, p. 494
	W	FINAL EXAM (See Instructor)
	Th	LAST DAY FOR LATE WORK
	F	FINALIZING GRADES

CM166B-Evening Schedule

Evening Schedule		Lessons	Assignments	
6-Week	3-Week			
Week 1	Week 1	Lesson 7	7-19 7-26 7-28 Online Quiz for Lesson 7	
Week 2		Lesson 8	8-12 8-19 8-21 Online Quiz for Lesson 8	
Week 3	Week 2	Lesson 10	10-23 10-28 10-29 Online Quiz for Lesson 10	
		Lesson 11	11-11 11-13 11-18 11-23 11-25 Online Quiz for Lesson 11	
Week 4		Lesson 12	12-11 12-17 12-18 Online Quiz for Lesson 12	
		Lesson 13	13-13 13-18 13-25 Online Quiz for Lesson 13	
Week 5	Week 3	Lesson 14	14-12 14-19 14-24 14-26 Online Quiz for Lesson 14	
Week 6		Final	Final Project Unit Application 4-1 Final Test	