

CLASS NUMBER AND NAME:	<b>CM166C—ADVANCED EXCEL FOR WINDOWS</b>
TOTAL HOURS/UNITS:	25 HOURS—1 UNIT
PREREQUISITES:	CM166B—Intermediate Excel for Windows
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 hands-on experience with the Excel spreadsheet program. The student will practice advanced features such as auditing, consolidating and linking workbooks, using data tables and pivot tables, and working with macros.
COURSE OBJECTIVES:	The objective of this class is to give the student an in-depth experience with the advanced features of the Excel 2007 program and to prepare them to take the MCAS Excel Test.
REQUIREMENTS:	Students are required to complete all assignments within each lesson and email all assignments to the grader at <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a> This is also required to complete the online quizzes at the end of each lesson.
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 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 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 an 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/quizzes	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 be able to:

1. Work with list ranges.
2. Create templates and Macros.
3. Explore auditing tools, and What-If Analysis.
4. Utilize data consolidation, linking, and workgroup features.
5. Import data and use lists and database features.
6. Manage data tables and pivot tables.

## **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 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).

- On Empire's network 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 USB 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 [cm166c@empirecollege.com](mailto:cm166c@empirecollege.com) and make sure send a copy to yourself as well.
- Your Section ID is your student number.

### **SUBMISSION PROCEDURES**

- Complete, save, and submit all assignments by lesson attached to an email to the grader at [cm166c@empirecollege.com](mailto:cm166c@empirecollege.com).
- **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 period.**

<b>Week 1</b>	<b>LESSON 15 – Using Auditing Tools</b>	
	<b>M</b>	<p><b>Complete Exercises 15-1 through 15-16</b></p> <hr/> <p><b>SAVE TO SUBMIT</b> Exercise 15-16</p>
	<b>T</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b> Exercise 15-22</p> <p><b>SUBMIT Lesson 15 exercises as one unit (15-16 and 15-22) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 15 quiz</b></p>
	<b>LESSON 16 – Using What-If Analysis</b>	
	<b>W</b>	<p><b>Complete Exercises 16-1 through 16-19</b></p> <p><b>SAVE TO SUBMIT</b> Exercise 16-19</p>
	<b>Th</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b> Exercise 16-25</p> <p><b>SUBMIT Lesson 16 exercises (16-19 and 16-25) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 16 quiz</b></p>
	<b>LESSON 17 – Consolidating and Linking Workbooks</b>	
	<b>F</b>	<p><b>Complete Exercises 17-1 through 17-13 (OMIT 17-14)</b></p> <p><b>SAVE TO SUBMIT</b> Exercise 17-14</p>
<b>Week 2</b>		
	<b>M</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b> Exercise 17-21a</p>
	<b>T</b>	<p><b>SUBMIT Lesson 17 exercises (17-14 and 17-21a) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 17 quiz</b></p>

<b>LESSON 18 – Using External Data Sources</b>	
<b>W</b>	<p>Complete exercises 18-1 through 18-20  <b>SAVE TO SUBMIT</b>  Exercise 18-10  Exercise 18-19</p>
<b>Th</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b>  Exercise 18-27</p>
<b>F</b>	<p><b>SUBMIT Lesson 18 exercises (18-10, 18-19, and 18-27) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 18 quiz</b></p>
<b>Week 3 LESSON 19 — Exploring List Ranges</b>	
<b>M</b>	<p>Complete Exercises 19-1 through 19-17  <b>SAVE TO SUBMIT</b>  Exercise 19-15  Exercise 19-17</p>
<b>T</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b>  Exercise 19-24</p>
<b>W</b>	<p><b>SUBMIT Lesson 19 exercises (19-15, 19-17, and 19-24) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 19 quiz</b></p>
<b>LESSON 20 – Using Data Tables and PivotTables</b>	
<b>Th</b>	<p>Complete Exercises 20-1 through 20-19  <b>SAVE TO SUBMIT</b>  Exercise 20-12  Exercise 20-17  Exercise 20-18</p>
<b>F</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b>  Exercise 20-24</p>
<b>Week 4</b>	
<b>M</b>	<p><b>SUBMIT Lesson 20 exercises (20-12, 20-17, 20-18, and 20-24) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 20 quiz</b></p>

<b>LESSON 21 – Working with Macros</b>	
<b>T</b>	<p>Complete exercises 21-1 through 21-14</p> <p><b>SAVE TO SUBMIT</b> Exercise 21-12</p>
<b>W</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b> Exercise 21-20</p> <p><b>SUBMIT Lesson 21 exercises (21-12 and 21-20) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 21 quiz</b></p>
<b>LESSON 22 – Using Templates</b>	
<b>Th</b>	<p>Complete Exercises 22-1 through 22-24</p> <p><b>SAVE TO SUBMIT</b> Exercise 22-20</p>
<b>F</b>	<p><b>COMPLETE AND SAVE TO SUBMIT</b> Exercise 22-29</p> <p><b>SUBMIT Lesson 22 exercises (22-20 and 22-29) attached to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p> <p><b>COMPLETE AND SUBMIT Online Lesson 22 quiz</b></p>
<b>Week 5</b>	<b>LESSON 23 – Using Workgroup Features</b>
<b>M</b>	<p><b>COMPLETE Lesson 23- Exercises 23-1 to 23-10</b></p> <p><b>Only create User 1 on step 1 of page 741. Skip to step 2 and make all of the changes for the users 2 and 3 using the User 1 name. This will allow you to accept or reject changes.</b></p> <p><b>SAVE TO SUBMIT 23-9</b> after adding a header or footer to show your name following step 12</p> <p><b>COMPLETE AND SAVE TO SUBMIT Online for Lesson 23 quiz</b></p>
<b>T</b>	<p><b>FINAL PROJECT:</b> Unit Application 7-1, p. 761 — must be completed under the supervision of a scheduled lab instructor.</p> <p><b>Submit by attaching to an email addressed to <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a>. The subject line must include your first and last name and assignment number. The body of the email must include your instructor's name, room number, and class period.</b></p>
<b>W</b>	<p><b>FINAL EXAM:</b> (See Instructor) This is a written test that must be taken within a 50 minute class period under the direct supervision of an instructor. Return the completed exam to your instructor for submission.</p>

	<b>Th</b>	<b>LAST DAY FOR LATE WORK</b>  Email the grader at <a href="mailto:cm166c@empirecollege.com">cm166c@empirecollege.com</a> when you think you have completed the class. The email must include your first and last name, instructor's name, room number, and class period.
	<b>F</b>	<b>FINALIZING GRADES</b>

## CM166C-Evening Schedule

6-Week	3-Week		
Week 1	Week 1	Assignment 1	15-16 15-22 Online Quiz for Lesson 15
		Assignment 2	16-19 16-25 Online Quiz for Lesson 16
Week 2		Assignment 3	17-14 17-21a Online Quiz for Lesson 17
		Assignment 4	18-10 18-19 18-27 Online Quiz for Lesson 18
Week 3	Week 2	Assignment 5	19-15 19-17 19-24 Online Quiz for Lesson 19
Week 4		Assignment 6	20-12 20-17 20-18 20-24 Online Quiz for Lesson 20
		Assignment 7	21-12 21-20 Online Quiz for Lesson 21
Week 5	Week 3	Assignment 8	22-20 22-29 Online Quiz for Lesson 22
Week 6		Assignment 9	23-9 Online Quiz for Lesson 23 Unit Application 7-1 — Page 761