



CLASS NUMBER AND NAME:	CMN166B—INTERMEDIATE EXCEL
TOTAL HOURS/UNITS:	24 HOURS—1 UNIT
PREREQUISITES:	CMN166A—Beginning Excel
TEXTS AND MATERIALS:	<i>Microsoft Office Excel 2013 Complete: In Practice.</i> Wood and Nordell. 2014. McGraw-Hill: New York, NY. (ISBN 9780077486914) 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.
REQUIREMENTS:	The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
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 average of all assignments.

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. Utilized importing, creating tables, sorting and filtering and using conditional formatting.
2. Worked with multiple worksheets and workbooks.
3. Created static and dynamic data consolidation.
4. Inserted SmartArt, hyperlinks, and screenshots.
5. Worked with financial functions.
6. Built AND, OR, IF and nested functions.
7. Built statistical calculations,
8. Used multiple criteria functions,

ASSIGNMENT SAVING AND SUBMISSION PROCEDURES

Data file location: go to www.mhhe.com/office2013inpractice for the Excel 2013 data files. Click on the Excel in Practice book, Student Edition and data files. Download the Excel data files and save them on your USB drive. 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. The data files are also located on the Z drive under the course number in the data folder at Empire College.

SAVING EXERCISES TO YOUR PORTABLE DRIVE:

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

1. **Click on File tab** on the top left corner of screen
2. **Click on Save As**
3. **Click on My Computer** on the 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 chapter in the field called **File Name**
6. **Click Save**

OPENING A FILE FROM YOUR PORTABLE USB 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 **File tab** 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 on the Wyse systems or E in Room 100)
- 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 cmn166b@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.**

Submitting Documents for Grading by Email

Email address:	cmn166b@empirecollege.com
Attach:	<p>Attach all assignments to an email sent to cmn166b@empirecollege.com.</p> <ul style="list-style-type: none">•
Subject Line:	<p>The email subject line should include</p> <ul style="list-style-type: none">• Your first and last name• Chapter number• Assignment number you're submitting <p>Example: Jane Doe-Chapter 1-Assignment 1</p>
Body of Email:	<p>The body of the email must include your instructor's name, room number, and class period.</p> <p>The body of the email must list all documents attached for grading.</p> <p>There should be one email per chapter with all of the assignments attached as listed in the syllabus.</p>

Week 1—Assignment 1

Chapter 4 – Book Assignments

BOOK ASSIGNMENTS

Read the text and complete all of the Pause and Practice exercises in Chapter 4 on Pages E4-186 to E4-226

Read the text to learn the steps to create the workbooks as instructed in the text. When you get to the Pause and Practice: Excel 4-1 (on pages E4-193 to E4-194), follow the directions and save as instructed in the text on your USB drive. **Ignore all printing references in the text as you will be attaching your files to an email for grading.**

- Continue working through the chapter and complete and save the following:
 - Pause and Practice Excel 4-2 (E4-202 to E4-203)
 - Pause and Practice: Excel 4-3 (E4-216 to E4-218)
 - Pause and Practice: Excel 4-4 (E4-225 to E4-226)
- At the end of the chapter complete and save as instructed the following:
 - Guided Project 4-1 (E4-229 to E4-232)
 - Guided Project 4-2 (E4- 232 to E4-235)
 - Independent Project 4-6 (E4-245 to E4-247)

SUBMITTING ASSIGNMENTS BY EMAIL:

- **To submit your assignments, email the grader (using the email you check on a regular basis) at cmn166b@empirecollege.com and attach the completed workbooks listed below. Please read the instructions attached to this syllabus for labeling and sending your assignments to receive credit. Each assignment should be submitted with one email that includes the following attachments.**
- Pause and Practice: Excel 4-4 (E4-225 to E4-226)
- Guided Project 4-1 (E4-229 to E4-232)
- Guided Project 4-2 (E4- 232 to E4-235)
- Independent Project 4-6 (E4-245 to E4-247)

Week 2—Assignment 2

Chapter 4 – SimNet Assignments

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. Select **2013 – INTERMEDIATE EXCEL, CMN166B - 2013** as your class.

- **Complete the following assignments in SimNet and submit them in the program for grading. Download and print the online instructions for each project.**
 - Guided Project 4-3
 - Independent Project 4-4
 - Independent Project 4-5
- **Chapter Training:**
 - You will be completing a practice session for each chapter. The Show Me and Guide Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment before taking the exam—it is graded as a percentage. Complete the Excel Chapter 4 Let Me Try SimNet assignment with a 90 percent or better score.
- **Chapter Exam:** Complete the Chapter 4 Exam in SimNet online. You have 50-minutes to complete each exam and 2 attempts per exam. **These are graded assignments.**

Week 3—Assignment 3

Chapter 5— Book Assignments

BOOK ASSIGNMENTS

Read the text and complete all of the Pause and Practice exercises in Chapter 5 on Pages E5-251 to E5-277.

Read the text to learn the steps to create the workbooks as instructed in the text. When you get to the Pause and Practice: Excel 5-1 (on pages E5-259 to E5-260), follow the directions and save as instructed in the text on your USB drive. **Ignore all printing references in the text as you will be attaching your files to an email for grading.**

- Continue working through the chapter and complete and save the following:
 - Pause and Practice Excel 5-2 (E5-265 to E5-266)
 - Pause and Practice: Excel 5-3 (E5-274 to E5-277)
- At the end of the chapter complete and save as instructed the following:
 - Guided Project 5-1 (E5-280 to E5-283)
 - Guided Project 5-2 (E5- 284 to E5-288)
 - Guided Project 5-3 (E5- 288 to E5-291)
 - Independent Project 5-6 (E5-297 to E5-298)

SUBMITTING ASSIGNMENTS BY EMAIL:

- **To submit your assignments, email the grader (using the email you check on a regular basis) at cmn166b@empirecollege.com and attach the completed workbooks listed below. Please read the instructions attached to this syllabus for labeling and sending your assignments to receive credit. Each assignment should be submitted with one email that includes the following attachments.**
 - Pause and Practice: Excel 5-3 (E5-274 to E5-277)
 - Guided Project 5-1 (E5-280 to E5-283)
 - Guided Project 5-2 (E5- 284 to E5-288)
 - Guided Project 5-3 (E5- 288 to E5-291)
 - Independent Project 5-6 (E5-297 to E5-298)

Week 4—Assignment 4

Chapter 5—SimNet Assignments

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.
- **Complete the following assignments in SimNet and submit them in the program for grading. Download and print the online instructions for each project.**
 - Independent Project 5-4
 - Independent Project 5-5
- **Chapter Training:**
 - You will be completing a practice session for each chapter. The Show Me and Guide Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment for Chapter 5 before taking the exam—it is graded as a percentage. Complete the Excel Chapter 5 Let Me Try SimNet assignment with a 90 percent or better score.
- **Chapter Exam:**
Complete the Chapter 5 Exam in SimNet online. You have 50-minutes to complete each

exam and 2 attempts per exam. **These are graded assignments.**

Week 5—Assignment 5

Chapter 6—Book Assignments

BOOK ASSIGNMENTS

Read the text and complete all of the Pause and Practice exercises in Chapter 6 on Pages E6-303 to E6-346.

Read the text to learn the steps to create the workbooks as instructed in the text. When you get to the Pause and Practice: Excel 6-1 (on pages E6-315 to E5-319), follow the directions and save as instructed in the text on your USB drive. **Ignore all printing references in the text as you will be attaching your files to an email for grading.**

- Continue working through the chapter and complete and save the following:
 - Pause and Practice Excel 6-2 (E6-325 to E6-327)
 - Pause and Practice: Excel 6-3 (E6-335 to E6-338)
 - Pause and Practice: Excel 6-4 (E6-344 to E6-346)
- At the end of the chapter complete and save as instructed the following:
 - Guided Project 6-1 (E6-349 to E6-353)
 - Guided Project 6-2 (E6-353 to E6-356)
 - Guided Project 6-3 (E6-357 to E6-362)

SUBMITTING ASSIGNMENTS BY EMAIL:

- **To submit your assignments, email the grader (using the email you check on a regular basis) at cmn166b@empirecollege.com and attach the completed workbooks listed below. Please read the instructions attached to this syllabus for labeling and sending your assignments to receive credit. Each assignment should be submitted with one email that includes the following attachments.**
 - Pause and Practice: Excel 6-4 (E6-344 to E6-346)
 - Guided Project 6-1 (E6-349 to E6-353)
 - Guided Project 6-2 (E6-353 to E6-356)
 - Guided Project 6-3 (E6-357 to E6-362)

Week 6—Assignment 6

Chapter 6 – SimNet assignments

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.**
 - **Complete the following assignments in SimNet and submit them in the program for grading. Download and print the online instructions for each project.**
 - Independent Project 6-4
 - Independent Project 6-5
- **Chapter Training:**
 - You will be completing a practice session for each chapter. The Show Me and Guide Me portions of the chapter are required. You will need to successfully complete the Let Me Try assignment before taking the exam—it is graded as a percentage. Complete the Excel Chapter 6 Let Me Try SimNet assignment with a 90 percent or better score.
- **Chapter Exam:**
Complete the Chapter 6 Exam in SimNet online. You have 50-minutes to complete each

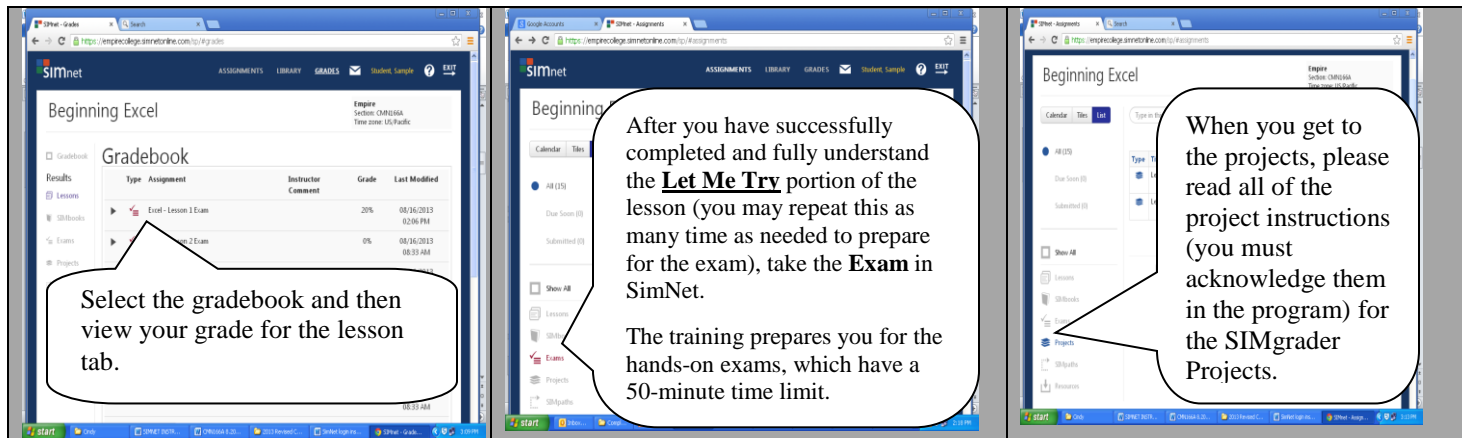
exam and 2 attempts per exam. These are graded assignments.

Email the grader to check that you have completed all of the assignments.

SIMNET INSTRUCTIONS – Use Google Chrome

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

<p>To add a class, click your name</p>	<p>Select the class to add</p>	<p>Click on the arrow to add it</p>
<p>Lesson Screen</p>	<p>Pop-Up Blocker</p>	<p>Tile Lessons</p>
<p>Take Lesson</p>	<p>Teach Me..Show Me..Let Me Try</p>	<p>Let Me Try</p>
<p>Gradebook</p>	<p>Exams</p>	<p>Projects</p>



CMN166B- Schedule

Week	Chapter	Assignments
Week 1	Chapter 4 Book Assignments	<p>One email with the following attachments:</p> <ul style="list-style-type: none"> ○ Pause and Practice: Excel 4-4 (E4-225 to E4-226) ○ Guided Project 4-1 (E4-229 to E4-232) ○ Guided Project 4-2 (E4- 232 to E4-235) ○ Independent Project 4-6 (E4-245 to E4-247)
Week 2	Chapter 4 SimNet Assignments	<ul style="list-style-type: none"> ○ Guided Project 4-3 ○ Independent Project 4-4 ○ Independent Project 4-5 ○ SimNet Show me. .Guide me...Let Me Try ○ SimNet Chapter 4 Exam
Week 3	Chapter 5 Book Assignments	<p>One email with the following attachments:</p> <ul style="list-style-type: none"> ○ Pause and Practice: Excel 5-3 (E5-274 to E5-277) ○ Guided Project 5-1 (E5-280 to E5-283) ○ Guided Project 5-2 (E5- 284 to E5-288) ○ Guided Project 5-3 (E5- 288 to E5-291) ○ Independent Project 5-6 (E5-297 to E5-298)
Week 4	Chapter 5 SimNet Assignments	<ul style="list-style-type: none"> ○ Independent Project 5-4 ○ Independent Project 5-5 ○ SimNet Show me. .Guide me...Let Me Try ○ SimNet Chapter 5 Exam
Week 5	Chapter 6 Book Assignments	<p>One email with the following attachments:</p> <ul style="list-style-type: none"> ○ Pause and Practice: Excel 6-4 (E6-344 to E6-346) ○ Guided Project 6-1 (E6-349 to E6-353) ○ Guided Project 6-2 (E6-353 to E6-356) ○ Guided Project 6-3 (E6-357 to E6-362)

Week 6	Chapter 6 SimNet Assignments	<ul style="list-style-type: none"> ○ Independent Project 6-4 ○ Independent Project 6-5 ○ SimNet Show me. .Guide me...Let Me Try ○ SimNet Chapter 6 Exam <p style="text-align: center;">Email the grader when you have completed all of the assignments for this class.</p>	
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