Casper College Course Syllabus
CMAP 1765-01: Spreadsheet Applications: Microsoft EXCEL for Windows
Fall Semester 2006

Lecture Hours: 2  Lab Hours: 2  Credit Hours: 3
Time: 1:00 – 2:40 p.m.  Days: Tuesday and Thursday  Room: BU127

Instructor: Lois A. Davis
Office: AD289C  Phone: 268-2703  ldavis@caspercollege.edu

Office Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday. (I have duties other than teaching and may not be available on a walk-in basis. Please call early in the day and arrange an appointment if possible or send e-mail.)

Course Description: This course covers the features of Microsoft Excel. Topics include creating worksheets, charts, formulas; developing functions, formatting, Web queries, What-If analysis; creating static and dynamic web pages, data tables, financial schedules; creating, sorting, and querying a list; creating templates; working with multiple worksheets and workbooks, object linking and embedding (OLE), using macros, importing data, and working with PivotCharts. (Dual listing MOUS 1630)

Prerequisite: None

Goal: After completing the textbook, students will be prepared to take the specialist-level examination for Microsoft Office Excel 2003 and to use Microsoft Office Excel 2003 for personal or business use.

Outcomes: The student will:
∞ Create Data (Project 1)
∞ Organize Data (Project 4)
∞ Analyze Data (Project 3, 5, and 8)
∞ Format Data and Content (Project 1, 2, 4, 5, 6)
∞ Collaborate (Project 6 and 9)
∞ Manage Workbooks (Project 1, 2, 3, 9)
∞ Customize Excel (Project 7)

Methodology: This course will be held in a computer lab. Students will receive instructor-led lecture, instructions, and supervision. In the computer lab, students will follow textbook directions regarding Project content and assignments which involve reading and following step-by-step chapter directions, and completing end of chapter projects. The course will have two Internet components. One component uses the course management software Moodle for posting
assignments and receiving feedback from teacher grading. The second component is an online Student Assessment Module (SAM). SAM will include training and exams over each Chapter. Best results occur when SAM training and testing is completed after an individual project and within a single study period if possible. Allow an hour or more for individual training and testing. Only 3 attempts are allowed per question of the testing module. You may refer to your textbook.

Evaluation: The student will
- achieve a minimum of 85% of overall possible points on class training, projects, and exams in Chapters 1-9, or pass the Microsoft Office Specialist examination for a grade of A or
- achieve a minimum of 85% of overall possible points on class training, projects, and exams in Chapters 1-6, or pass the Microsoft Office Specialist examination for a grade of B or
- achieve a minimum of 75% of overall possible points on class training, projects, and exams in Chapters 1-6 for a grade of C.
- achieve a minimum of 70% of overall possible points on class training, projects, and exams in Chapters 1-6 for a grade of D.

Points will be accumulated by:
- Chapters Projects 20 each Chapter
- SAM Chapter Training 20 each Chapter
- SAM Chapter Exam 20 each Chapter
- Final Exam 100

A >= 544 or pass Microsoft Office Specialist examination
B >= 391 or pass Microsoft Office Specialist examination
C >= 345
D >= 322

Class Policies: Final Exam over Chapters 1-9 or Chapters 1-6 is mandatory unless the student successfully completes the Microsoft Office Specialist examination. The Final Exams will be available on the SAM website after December 1 and must be taken by 5:00 p.m., December 20. If a student elects to take the Microsoft Office Specialist Exam instead of one of the two course exams for a final exam and fails to pass the Microsoft Office Specialist Exam, percentage score for the Microsoft Office Specialist Exam will be assigned when calculating final grade. Students may take both their appropriate final and the Microsoft Office Specialist examination. If both tests are taken, the best score of the two tests will be used in calculating the final grade.

Students are expected to upload their completed Chapter Project assignments to the Casper College course management system, Moodle. The URL for Moodle is: https://nw4.caspercollege.edu/staff_vcr/login/index.php Your Web Advisor
login and password will log you into Moodle. Students can expect the instructor to contact them via e-mail and are expected to read their e-mail on a regular basis. No more than 2 Chapters may be submitted in any given week.

For each project submitted, add the following below the bottom of the project: Your Name, CMAP1765, Project Number, and Date. The instructor has a Blue notebook with each printed assignment. This notebook will be available for comparison during the supervised lab time noted above.

Your midterm grade will be determined based on work submitted through Chapter 5 and must be received by 3:00 p.m. October 19, 2006. All Chapter projects, SAM training, and SAM exams must be submitted by 3:00 p.m. December 20, 2006. SAM comprehensive final or Microsoft Certification tests must be taken by 5:00 p.m. December 20, 2006

Microsoft Certification tests are given in BU123. Register with Ann Dalton in BU115, phone 268-2085, two weeks prior to taking the test.

The last date for withdrawal or change to an Audit is Friday, November 3.

Required Text and Materials: Microsoft Office Excel 2003 Comprehensive Concepts and Techniques by Shelly, Cashman, and Quasney. The textbook Bundle (ISBN: 1423938615) includes SAM 2003, Version 3.1 and a 128MB USB drive. The SAM software is intended to be installed on your personal computer. The bundle includes your unique key code. The institution Key is S3666371. When installing at home, Flash must be also installed. In addition, you must allow pop-ups to the SAM site. Once you create an account on SAM, it maybe accessed anywhere the SAM client is installed.

Required Software: Microsoft Office Professional 2003.

Computer System Requirements: Minimum 40GB hard drive, 512 RAM. Recommended 80GB hard drive, 1 GHz RAM. Windows XP system software.

Internet Requirements: Phone modem connections will work – You must learn to wait for the system to refresh or your computer may freeze—modems connect at 56k. Recommended: Bresnan Cable or Qwest DSL – which connect at speeds up to 3 Mbps.

SAM tech support 1-800-648-7450 ext. 8134 John Travers or e-mail tech.support@course.com. Hours: 8:30 a.m. until 8:00 p.m. Monday – Thursday until 6:30 p.m. Friday EST. (Note: Only your instructor can reset exams. SAM support will help with login problems.)

Casper College Computer Labs: Administration Rm 6 and Business Rm 126 have Microsoft Office 2003 installed. A limited number of computers in both
rooms have SAM installed. Please let the instructor know if you encounter any problems in the labs. The Business lab has less traffic and therefore, fewer problems may be expected with the computers. BU126 is open 8am until 5pm Monday through Friday unless a class is scheduled. The schedule for the BU 126 lab is available at: 
http://wind.caspercollege.edu/cgi-bin/lozcal/calendar.pl?dept=bu126
The schedule for other Casper College Computer labs is available at: 
http://www.caspercollege.edu/students/help/complab/index.html

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the Division Chair and lastly the Vice-President for Academic Affairs.

Academic Dishonesty – Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.
ON TIME SCHEDULE, SPRING 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29-31</td>
<td>Introduction</td>
<td>Project 1</td>
</tr>
<tr>
<td>September 5-7</td>
<td>SAM</td>
<td>Project 2</td>
</tr>
<tr>
<td>September 12-14</td>
<td>Project 2</td>
<td>Project 3</td>
</tr>
<tr>
<td>September 19-21</td>
<td>Project 3</td>
<td>Project 3</td>
</tr>
<tr>
<td>September 26-28</td>
<td>Project 4</td>
<td>Project 4</td>
</tr>
<tr>
<td>October 10-12</td>
<td>Project 5</td>
<td>Project 5</td>
</tr>
<tr>
<td>October 17-19</td>
<td>Project 5</td>
<td>Mid-Term Grades Available</td>
</tr>
<tr>
<td>October 24-26</td>
<td>Fall Break</td>
<td>Project 6</td>
</tr>
<tr>
<td>October 31-Nov 2</td>
<td>Project 6</td>
<td>Project 6</td>
</tr>
<tr>
<td>November 7-9</td>
<td>Project 7</td>
<td>Project 7</td>
</tr>
<tr>
<td>November 14-16</td>
<td>Project 7</td>
<td>Project 8</td>
</tr>
<tr>
<td>November 21</td>
<td>Integration Feature</td>
<td></td>
</tr>
<tr>
<td>November 28-30</td>
<td>Project 8</td>
<td>Project 8</td>
</tr>
<tr>
<td>December 5-7</td>
<td>Project 9</td>
<td>Project 9</td>
</tr>
<tr>
<td>December 12-14</td>
<td>Project 9</td>
<td>All assignments due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAM training and Chapter tests due</td>
</tr>
<tr>
<td>December 20</td>
<td>Comprehensive SAM final or Microsoft Certification Test</td>
<td></td>
</tr>
</tbody>
</table>

Student Data files are on CD distributed by instructor, posted on Moodle, and/or are available from www.course.com.
If not listed below, assignments are available on Moodle.

Read & Do Project 1 Creating a Worksheet & an Embedded Chart EX4-EX55.
Submit Extreme Blading EX45
Submit Apply 1-1- Babbage’s Computer Discount Annual Sales EX57
Submit College Expenses & Resources Worksheet
#1 EX 61
#2 After Part 1 (Save to Upload)
#3 After Part 2 (includes 2 pie charts)
#4 Part 3
#5 Formulas Version

Login to SAM2003. Use Institution Key S3666371 and your unique key code found in your text. DO NOT enter dashes in your key code. It is not necessary to print the manual. After successful login, click on Join, highlight CMAP 1765 (Fall 2006), click on >, SAVE.
Complete SAM 2003 Training for Project 1.

Complete SAM 2003 Exam for Project 1. After completing exam, note number incorrect. Print Exam Study Guide. Click on Report, create Report, print. For each incorrect problem, launch remedial problem, complete Practice and Apply.
Print & Submit

Read & Do Project 2 Formulas, Functions, Formatting, & Web Queries EX66-128
When entering numeric data, use the 10-key pad on the keyboard (NUM Lock ON). Use a ruler to define correct line information. When entering formulas use an = or + before entering cell location. Read Only EX125-128.
Submit Blue Chip Stock Club EX115
Blue Chip Stock Club EX117
Blue Chip Stock Club EX119
Submit Apply 2-1 e-cove Auction Profit Analysis Worksheets
Apply 2-1, Part 1 EX131
Apply 2-1, Part 1 #2 EX131
Apply 2-1, Part 1 #3 EX131
Apply 2-2, Part 1 EX131
Submit Equity Web Queries EX136
Part 1 – EX 137
Part 2 – EX 137
Part 3 – EX 138
Part 4 – EX 138

Complete SAM 2003 Training for Project 2, Submit Summary

Complete SAM 2003 Exam for Project 2, Submit Summary, Report, and any Corrected Problems as in Project 1
Read & Do Project 3 What-If Analysis, Charting, and Working with Large Worksheets EX146-209. (Note: EX185, #1, 4 Choose Bottom Border and EX195 #2 Type 25, Click Apply; #3 Click Apply, OK.)
Submit Aquatics Wear Six-Month Financial Projection EX200
With 3-D Pie Chart
Submit Apply Your Knowledge EX211 (Skip #4)
Submit Lab 3-1 Shawshank Manufacturing
Landscape Oriented Worksheet EX214 with 3-D Column Chart EX214

Part 3 – Case 1 Worksheet & Chart EX215
Case 2 Worksheet & Chart EX215
Case 3 Worksheet & Chart EX215

Complete SAM 2003 Training for Project 3, Submit Summary

Complete SAM 2003 Exam for Project 3, Submit Summary, Report, and any Corrected Problems as in previous projects.

Complete Web Feature Creating Static and Dynamic Web Pages Using Excel EX225-239

Complete Project 4 Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks EX 242 – 303

Complete Project 4 assignment (located on Moodle website)
Complete SAM 2003 Training for Project 4, Submit Summary
Complete SAM 2003 Exam for Project 4, Submit Summary, Report, and any Corrected Problems as in previous projects

Read & Do Project 5 Creating, Sorting, and Querying a List EX306-376

Complete Project 5 assignment sheet (located on Moodle website)
Complete SAM 2003 Training for Project 5, Submit Summary

Complete SAM 2003 Exam for Project 5, Submit Summary, Report, and any Corrected Problems as in previous projects.

Read & Do Project 6 Creating Templates and Working with Multiple Worksheets and Workbooks EX377-452. Change screen resolution to 800 x 600 if necessary.

Complete Project 6 assignment sheet (located on Moodle website)
Complete SAM 2003 Training for Project 6, Submit Summary
Complete SAM 2003 Exam for Project 6, Submit Summary, Report, and any Corrected Problems as in previous projects.

Read & Do Integration Feature Object Linking and Embedding and Web Discussions EX 465-479 as per Project 7 assignment sheet

Read & Do Project 7 Using Macros and Visual Basic for Applications with Excel EX482-555
Complete Project 7 assignment sheet (located on Moodle website) ______
Complete SAM 2003 Training for Project 7, Submit Summary ______

Complete SAM 2003 Exam for Project 7, Submit Summary, Report, and any Corrected Problems as in previous projects. ______

Read & Do Project 8 Formula Auditing, Data Validation, and Complex Problem Solving EX569-630

Complete Project 8 assignment sheet (located on Moodle website) ______
Complete SAM 2003 Training for Project 8, Submit Summary ______

Complete SAM 2003 Exam for Project 8, Submit Summary, Report, and any Corrected Problems as in previous projects. ______

Read & Do Project 9 Importing Data, Working with XML, PivotCharts, PivotTables, and Trendlines EX642-725

Complete Project 9 assignment sheet (located on Moodle website) ______
Complete SAM 2003 Training for Project 9, Submit Summary ______

Complete SAM 2003 Exam for Project 9, Submit Summary, Report, and any Corrected Problems as in previous projects. ______

Take Microsoft Excel Specialist Exam ______

Or Take Final Exam ______

Total Points ______

Grade ______