

**EASTERN WYOMING COLLEGE**  
**Business & Technology Division**  
**Spreadsheet Applications 1 -- Microsoft Excel 2010**

**COURSE NUMBER** ..... CMAP 1765  
**SECTION** ..... 40  
**CREDIT HOURS** ..... 2 credit hour  
**SEMESTER** ..... Spring 2012  
**DATES** ..... **January 17 – May 11, 2012**  
**CLASS METHOD** ..... On-line  
**INSTRUCTOR**..... Andrew Espinoza  
**COMPUTER LAB** ..... Community Training Center (CTC)  
**TRAINING CENTER PHONE**..... 307-532-8262  
**TEXT NUMBER (no calls please)**..... 307-575-2700  
**E-MAIL**..... aespinoza@ewcmail.wy.edu  
**AVAILABLE HOURS**  
    **Available for phone communication**..... **Tuesdays-Thursdays, 9 a.m.–8 p.m.**  
    **Available for Chat Room or Message Board (by appointment)** ..... **Fridays, 1-4 p.m.**

**COURSE DESCRIPTION:**

A course designed to teach the operation of Microsoft Excel. Using practical business problems, students will learn the fundamentals of spreadsheet operations, database functions, creating and enhancing charts and graphs, and using spreadsheet data. Other topics covered include macro commands, advanced analysis tools, creating templates and graphic objects, Internet and Web Integration. Emphasis is placed on the use of Excel in the workplace.

(1 hour lecture, 2 hours lab, 2 credits)

**RATIONALE**

Microsoft Excel is a standard tool for use in business, education and personal home computer use. Office 2010 is the newest edition of this widely used software package. Anyone working in a business or computer information setting needs these skills to use the program efficiently.

**COURSE OBJECTIVES**

**Students will learn to:**

- Create formulas and work with functions
- Format worksheets, create and format charts
- Analyze data, manage workbook and tasks
- Manage Data Tables, use What-If Analysis and work with Pivot Tables
- Integrate Excel Data with Microsoft Word & Access
- Sharing Excel Files and Incorporating Web Information

**STUDENT PHILOSOPHY STATEMENT**

Eastern Wyoming College is committed to providing a student experience that promotes academic success in a challenging and supportive environment, facilitates the transition to college for first time students, and helps all students identify and achieve their individual goals. EWC's student experience is designed to foster personal growth by increasing independence, promoting ethical behavior and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.

**INSTRUCTOR PHILOSOPHY STATEMENT**

As the instructor of this course my job is to facilitate your learning by organizing the information provided by the textbook, providing support materials, and providing feedback on your submitted work. I will be happy to work with you on an individual basis if you like. Those of you living in the Torrington area are welcomed to visit with me face-to-face at the EWC Community Training Center during lab hours. Off-campus students can contact me by phone, text, email and through the LancerNet message board and chat room.

However, because this is online, the responsibility for completing this class falls primarily on you. You need to visit LancerNet frequently, check your email on a regular schedule, and be aware of all assignment and exam due dates.

## ASSIGNMENT SUBMISSION

With this course syllabus I have provided you a list of assignments that need to be completed. Once the course begins, these will be available to you on the “LancerNet” web interface. You will be able to submit your work through this same system.

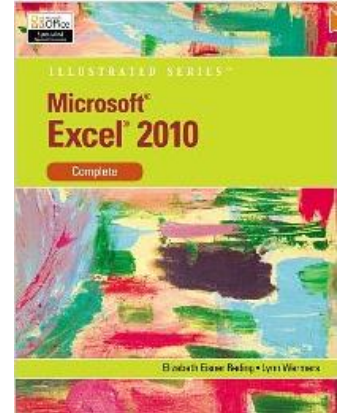
## REQUIRED INSTRUCTIONAL MEDIA AND RESOURCES:

*Microsoft Excel 2010 – Illustrated Complete*, CENGAGE Learning  
Elizabeth Eisner Reding / Lynn Wermers,  
ISBN13: 978-0-538-74713-4

Text/CD Bundle Available Online: [Click here to visit textbook website](#)

Text only Available: [Click here to visit Amazon.com](#)

Software: Microsoft Office Excel 2010  
Excel 2007 is acceptable, but not 100% compatible with the textbook



Student Data Files & Videos: Materials and other resources needed to complete various exercises will be available through the EWC LancerNet “Shared Files” module.

## TEACHING METHODS:

1. **Instructor videos & exercises:** Students will download required data files, and then watch video demonstrations provided by the instructor to complete Unit introductory exercises.
2. **Textbook Unit Step-by-step Assignments:** Students will download required files to complete all Unit Step-by-Step activities. Students will save their work and submit it through LancerNet for grading. Printing assignments is not required.
3. **End of chapter “Individual Challenges”** will be assigned per Unit to reinforce material in the text. The number of these challenges will vary from Unit to Unit. Data files will be supplied for most of these activities.
4. **Quizzes:** Online Unit quizzes (Assessments) will be available through LancerNet
5. **Exams:** Two exams are scheduled for this course.
  - a. **Mid-Term** test will be available on LancerNet from March 11-24. This will be a “hands-on” examination of the knowledge you should have accumulated during the first eight weeks of the semester.
  - b. **Final exam** will be available on LancerNet from May 1-11. This will be a comprehensive test designed to demonstrate many of the skills covered throughout the semester.

**GRADING:** 700 total assigned points

A = 630-700 points    B = 560-629 points    C = 490-559 points    D = 420-489 points    F = 419 or less

Total points will be computed as follows. The total points for quizzes and assignments may vary.

10 Unit Exercises (via instructor)	= 100 points
15 Unit Step-by-Step Assignments (textbook):	= 150 points
15 Unit “Concept Review” Quizzes (textbook):	= 150 points
20 Unit “Independent Challenges” (textbook)	= 200 points
Mid-Term Exam	= 50 points
FINAL EXAM	= 50 points

## COURSE POLICIES:

The student is responsible for:

- obtaining material distributed on a weekly basis through the EWC LancerNet online course system,
- completing assigned course exercises and assessments (quizzes)
- submitting completed work through LancerNet for grading
- Complete mid-term and final examination

**ASSIGNMENTS:** Unit assignment materials will be opened on Sunday of the week listed, and are to be submitted before the posted “due date” the following Saturday. Submissions will be accepted after the “due-date,” but such late submission will be assessed a penalty of 10% per week.

## Tentative Course Schedule

Week	Assignments	Resources
<b>1</b> Jan. 17-21 Introduction to Course	Using LancerNet – student files, submitting assignments. Introductory Quiz	Instructor video & exercise LancerNet Assessment
<b>2</b> Jan 23-28 Unit A, Understanding Formulas Pages 2-17	Instructor video & exercise Unit A: Hands-On Exercises Unit A: Concept Quiz Unit A: Independent Challenges 1-2-3	Textbook pages 2-17 LancerNet Assessment Textbook pages 20-21
<b>3</b> Jan 29 - Feb 4 Unit B: Working with Formulas and Functions	Instructor video & exercise Unit B: Hands-On Exercises Unit B: Concept Quiz Unit B: Independent Challenges 1-2-3	Textbook pages 26-41 LancerNet Assessment Textbook pages 45-46
<b>4</b> Feb 5 – Feb 11 Unit C: Formatting a Worksheet	Instructor video & exercise Unit C: Hands-On Exercises Unit C: Concept Quiz Unit C: Independent Challenges 1-2-3	Textbook pages 52-69 LancerNet Assessment Textbook pages 73-74
<b>5</b> Feb 12 – Feb.18 Unit D: Working with Charts	Instructor video & exercise Unit D: Hands-On Exercises Unit D: Concept Quiz Unit D: Independent Challenges 1	Textbook pages 80-95 LancerNet Assessment Textbook pages 100-101
<b>6</b> Feb. 19 – Feb. 25 Unit E: Analyzing Data Using Formulas	Instructor video & exercise Unit E: Hands-On Exercises Unit E: Concept Quiz Unit E: Independent Challenges 1	Textbook pages 106-121 LancerNet Assessment Textbook pages 125-126
<b>7</b> Feb. 26 – March 3 Unit F: Managing Workbook Data	Unit F: Hands-On Exercises Unit F Concept Quiz Unit F: Independent Challenges 1	Textbook pages 130-145 LancerNet Assessment Textbook pages 149-150
<b>8</b> Mar 4 – Mar 10 Unit G: Managing Data Using Tables	Unit G: Hands-On Exercises Unit G: Concept Quiz Unit G: Independent Challenges 1	Textbook pages 154-169 LancerNet Assessment Textbook pages 173-175
<b>9</b> Mar 11 – Mar 17 Unit H Analyzing Table Data	Instructor video & exercise Unit H: Hands-On Exercises Unit H: Concept Quiz Unit H Independent Challenges 1	Textbook pages 178-193 LancerNet Assessment Textbook pages 197-198
May 18-24	<b>MID-TERM TEST</b>	
<b>11</b> Mar 25 – Mar 31 Unit I: Automating Worksheet Tasks	Instructor video & exercise Unit I: Hands-On Exercises Unit I: Concept Quiz Unit I: Independent Challenges 1	Textbook pages 202-217 LancerNet Assessment Textbook pages 221-223
<b>12</b> Apr 1 – Apr 7 Unit J: Enhancing Charts	Unit J: Hands-On Exercises Unit J Concept Quiz Unit J: Independent Challenges	Textbook pages 226-241 LancerNet Assessment Textbook pages 245-246
<b>13</b> Apr 8 – Apr 14 Unit K: Using What-If Analysis	Instructor video & exercise Unit K: Hands-On Exercises Unit K Concept Quiz Unit K: Independent Challenges	Textbook pages 250-265 LancerNet Assessment Textbook pages 269-271
<b>14</b> Apr 15 – Apr 21 Unit L: Analyzing Data with PivotTables	Unit L: Hands-On Exercises Unit L Concept Quiz Unit L: Independent Challenges	Textbook pages 274-289 LancerNet Assessment Textbook pages 292-293
<b>15</b> Apr 22 – Apr 28 Unit M Exchanging Data with other Program	Instructor video & exercise Unit M Hands-On Exercises Unit FM Concept Quiz Unit M: Independent Challenges	Textbook pages 298-313 LancerNet Assessment Textbook pages 317-318
<b>16</b> Apr 29 – May 5 Unit N: Incorporating Web Information	Unit N: Hands-On Exercises Unit N Concept Quiz Unit N: Independent Challenges	Textbook pages 322-337 LancerNet Assessment Textbook pages 341-342
<b>17</b> May 6 – May 11	<b>Final Exam</b>	

**ACADEMIC DISHONESTY:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the Student Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Students are expected to complete all "Document Properties" on every submitted assignment – including submission date.

**CONTACTING THE INSTRUCTOR:** As posted at the top of this syllabus, **you** can contact the instructor by phone, text, email or through the communications tools in LancerNet. When communicating please use the following rules:

Email:

- Appropriate greeting
- Appropriate email address
- Personal vs business account
- Class you are enrolled in and referring to
- Subject line
- Clearly state purpose of email and/or question
- Complete sentences
- Spelling and grammar
- Response instructions
- Formal signature

Phone:

- Speak slowly and clearly
- Identify yourself
- Class you are enrolled in and referring to
- Clearly state purpose of call and/or question
- Phone number where you can be reached

Texting

- Be as formal as possible
  - use appropriate language for whom you are texting
- Identify yourself and your class
- Clearly state purpose and/or question

**POSTING OF GRADES:** Running point totals are available through the LancerNet "My Grades" component. All students will start with zero and accumulate points as assignments are submitted and graded. Based on the points scale provided in this syllabus, you should be able to determine your current standing at any time during the semester.

If at any time you question grading you are encouraged to contact me immediately so conflicts can be resolved.

### WITHDRAWAL POLICY

This is a full semester course starting January 17 and scheduled to end May 11.

If you decide to withdraw from the class you **MUST** contact me (by phone or email) on or before Thursday, April 26. If I don't hear from you, and you don't complete enough coursework, you will receive a failing grade.

**INCOMPLETE POLICY:** Students will not be given an incomplete grade in the course without sound reason. You may request an incomplete grade in writing during the last two weeks of the semester. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

### GENERAL EDUCATION REQUIREMENTS

- Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to the disciplines.
- Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to the disciplines.
- Social Awareness:** Graduates will be able to demonstrate an awareness of the relationships between the individual and the world.
- Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

### AMERICANS WITH DISABILITIES

Eastern Wyoming College is committed to providing reasonable accommodations for "qualified individuals with disabilities." If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532.8238) or Mr. Tom McDowell (532.8330) as soon as possible so arrangements may be made.

### DISCLAIMER

Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course materials. January 17, 2012