



Massasoit Community College  
Business Division  
Department of Computer Technology and Information Management

Course Syllabus for Fall 2009

**Course Title:** Beginning Excel  
**Course No.:** CTIM103-05  
**Time:** Tuesday, Thursday 8—9:15 p.m.  
**Date:** November 10—December 17, 2009  
**Room:** B111  
**Credits:** 1  
**Prerequisites:** Beginning Windows or Permission of the Department  
**Instructor:** Professor Marilyn R. Sherry  
Office: B330  
Telephone No.: (508) 588-9100, Ext. 1678  
**Office Hours:** Tuesday, Thursday 11—12:30  
(other times by appointment)  
**Email:** [msherry@massasoit.mass.edu](mailto:msherry@massasoit.mass.edu)

**COURSE DESCRIPTION:** (catalog)

This course provides basic training in Microsoft Excel for Windows. Students will learn the essentials of spreadsheet creation, including data entry and editing, text and paragraph formatting, printing, and saving and retrieving worksheets. Other topics include creating and using simple formulas and functions, moving and copying data, Autofill, and Fill Right/Down features.

**PURPOSE:**

In this age of computer technology, virtually everyone needs knowledge of the basics of using a spreadsheeting program, regardless of career or personal plans. This course provides these basics.

## COURSE OBJECTIVES:

1. To know the terminology associated with the basics of a spreadsheeting program.
2. To use, in an efficient manner, the tools of Microsoft Excel to save time and effort.
3. To be able to format a spreadsheet attractively for business or personal use.
4. To review the mathematical operators and order of operations as a prerequisite to building formulas.
5. To be able to use some basic built-in functions to simplify formula building.
6. To be able to use a variety of timesaving devices for efficiently completing projects.
7. To review the techniques for file management.

## TEXTBOOK and SUPPLIES:

Go! With Microsoft Excel 2007, Brief, Gaskin and Vargas, Pearson Prentice Hall, ISBN 978-0—13-513003-2

Flash (thumb) disk, notebook, and pen.

## EVALUATION:

Homework and Classwork = 50%  
Tests = 50%

Tests may include True/False, multiple choice, or fill-in questions and will include applications.

Grading is based upon the following:

- a) correctness
- b) timeliness (by the due date)
- c) class work (must be in class to get credit for this)

## Grading Scale:

Assignments and Tests will be graded on the following basis:

100-93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59 or less = F

## CLASS PROCEDURES:

At the beginning of class, I will answer any questions based on the homework or material already covered.

In presenting or reviewing material, I will use the board, the overhead projector, the computer projection system, a student's computer, handouts, etc. Very frequently, I will complete an entire assignment in class on the computer to demonstrate how to approach it and how to complete it in the simplest, most efficient manner.

Most of the class time is used by me to present new material, to work on material not in the assigned texts, to answer questions, or to quiz students on both material from homework or from class work.

It is necessary for students to attend all classes and to realize that they must make time to complete the assignments during outside laboratory time. The student lab in the Student Union Building is open for students to work outside of class time.

All homework will be due at the beginning of class. I may not always ask for it, but it is your responsibility to put it in my homework envelope or folder.

## ATTENDANCE POLICY:

Since this class meets five weeks only, it is important that students attend all classes. Should a student be absent, it is not automatic that work will be accepted. There is no makeup of classwork, quizzes, and tests.

## DISABILITY STATEMENT:

Students with disabilities who believe that they may need accommodations in the classroom are encouraged to contact a disability counselor as soon as possible. Students with learning disabilities should contact Andrea Henry at extension 1805. Students with physical disabilities should contact Mary Berg, at extension 1425. Students at the Canton Campus should contact Stan Oliver at extension 2468.

**SCHEDULE\*****Week 1**

Chapter One (Creating a Worksheet and Charting Data)

In Class: Project 1C (pages 79-82)

Homework: Project 1A (pages 1-56)

**Week 2**

Chapter One (Creating a Worksheet and Charting Data)

In Class: Project 1C (pages 79-82)

Homework: Project 1F (pages 90-92)

Content-Based Assessments (Matching and Fill in the Blank (pp. 76-78)

Note: The Content-Based Assessments must be typed. If they are not typed along with your name typed on the page, it will not be counted.

**Week 3****Tuesday**

Test on Chapter One (Creating a Worksheet and Charting Data)

Chapter Two (Managing Workbooks and Analyzing Data)

In Class: Project 2C (pages 163-166)

Homework: Project 2A (pages 111-140)

**Thursday**

In Class: Project 2D (pages 167-170)

Homework: Project 2B (pages 141-158)

Content –Based Assessments (Matching and Fill in the Blank (pp. 161-162)

Note: The Content-Based Assessments must be typed. If they are not typed along with your name typed on the page, it will not be counted.

**Week 4****Tuesday**

Chapter Three (Using Functions and Tables)

In Class: Project 3C (pages 247-250)

Homework: Project 3A (pages 195-226)

**Thursday**

Test on Chapter Two (Managing Workbooks and Analyzing Data)

In Class: Project 3D (pages 251-254)

Homework: Project 3B (pages 227-242)

Content –Based Assessments (Matching and Fill in the Blank (pp. 244-246)

Note: The Content-Based Assessments must be typed. If they are not typed along with your name typed on the page, it will not be counted.

**Week 5****Tuesday**

Review

(Projects will be assigned.)

**Thursday**

Test

\*This is an approximate schedule. We will do our best to adhere to this. Also, classwork must be done and submitted at the end of the class on which it is assigned. No other class work will be accepted. Homework is due (already printed) at the beginning of the class on the due date.

Instructions will be given as to how work is to be submitted. All work is to be saved your flash drive. I may ask to see your flash drive at various times and this must be with you in class at all times.

Note: There is no makeup on classwork, homework, or tests.

