

Northeastern Technical College
CPT 174 – 09
Fall, 2007

Instructor: Diane Winburn Dyches
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Office: 531, Building 500
Office Hours: To be Announced

Textbook:

Microsoft Excel 2007, Comprehensive; Parsons, Oja, Ageloff, and Carey; Course Technology, Comprehensive Ed; 2007

Attendance:

The student will be dropped after missing 20% of the scheduled class sessions. A student is considered tardy if not present for roll call which is taken at the beginning of the period. Absences will be excused only in emergencies and must be documented.

Electronic Devices

All electronic devices (cell phones, pagers, etc.) must be turned off during class time. These devices are not part of the instructional environment and may be confiscated by the instructor if utilized during class time. If you are a member of emergency preparedness, you must have authorization from the Vice-President of Student Services to keep your device on during class.

Class Policy:

Students exchanging test or project information and students copying another's work will receive an "F" for the project/test.

Written Assignments:

The instructor reserves the right to refuse any paper which is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, spelling and neatness. Papers containing any plagiarized material will result in a grade of "F".

Grading Method:

The student will be given lab assignments and projects during the quarter as the concepts are presented in lecture or in the lab. The final grade will be determined by the following percentage weight system:

40% - Lab Project
30% - Tests
30% - Final

The grade point scale that will be used is as follows:

A = 90 – 100

B = 80 - 89

C = 70 – 79

D = 60 – 69

F = Below 60

Makeup Tests:

No test can be made up unless the student has a viable excuse. The student must contact the instructor by phone or email prior to the start of class in which the test is given. The student must explain why he/she is not able to meet the class and take the assigned test. The instructor will decide if the reason is acceptable and will inform the student by phone or email the time and date the test must be taken. The test must be completed before the next class meeting.

No Retests will be given for any test.

IMPORTANT

It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss students without ID from class. The student may get his/her ID (or a new one in Student Services for \$3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the student absent for the class period.

SOFTWARE

The software that is utilized in this course is not the property of the college, but under a license agreement with the software company it allows us the privilege of using it. Therefore, any attempt to copy, change, or modify this software in any way by any means is a violation of law.

By registering for this course, the student is giving computer lab privileges and abuse of the equipment may result in the loss of these privileges. In the event a student is found using college equipment to access pornographic material on the Internet will be reported to the Vice-President for Student Services.

TENTATIVE CLASS SCHEDULE

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| Excel Tutorials 1 - 4: | Using Excel to Manage Data
Working with Formulas and Functions
Developing Professional Worksheets
Working with Charts and Graphics |
| Excel Tutorials 5 - 8: | Excel Lists
Tables, Pivot tables, and Pivot charts
Multiple Worksheets and Workbooks
Advanced Formulas, Conditional Formatting, and Filtering
Excel Applications |
| Excel Tutorials 9 - 11: | Data Tables and Scenarios
Advanced Financial Functions
Error Checking
What-If-Analysis |

Importing Data

Course Learning Outcome	METHOD OF VALUATION
1. Student will be able to demonstrate creating Excel Worksheet using formulas.	Project/Test
2. Student will be able to demonstrate modifying and formatting an Excel worksheet.	Project/Test
3. Student will be able to demonstrate the knowledge of creating charts using Excel.	Project/Test
4. Student will demonstrate the knowledge of manipulating data between multiple worksheets	Project/Test
5. Students will demonstrate the knowledge of using Excel with scenarios and databases	Projects and test
Program Outcome	METHOD OF EVALUATION
Graduates will be able to utilize software	75% of the students will demonstrate 70% proficiency of utilizing the Excel software on projects