Excel 2007 - Intermediate
(103-124)

Independent Study

Course Completion Plan

Student Name: ____________________________ Phone Number: ____________________________

E-Mail: ____________________________

Course Start Date: ____________________________

Required Course Completion Date: ____________________________

Course Completion Plan (for student planning purposes only)

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Projected Completion Date

I understand that if I do not complete this course by the end date above, I will receive an “F” for the course unless I’ve made other arrangements with the instructor.

I understand that if I am enrolled in other Independent Study courses, I must submit at least the first assignment those courses in the semester I registered for them. If I do not, I will receive an “F” for those courses.

Student Signature: ____________________________

Assignment evaluations may be Emailed to me: Student Initials: ____________________________
Welcome to the Excel-Intermediate course. We feel this course will give you a strong foundation of skills needed to use database programs effectively in either a home or business environment.

The course is self-paced, however, don’t procrastinate! There’s a lot of work to be accomplished and the longer you wait, the less slack time you’ll have if you run into trouble. You can accomplish the work in Room 101, 102, 104, 138, the library or, you can do the work at home if you have Excel 2007 on your computer at home.

Your primary reference for this course is the textbook listed in the syllabus and my Instructor’s Notes found on my web site (see below). If some of the concepts are confusing and you need additional references, you can find other Excel books in the library, or you can ask your instructor for other references.

A lot of support information for this course is available on the web. For all assignments, visit my Intermediate Excel 2007 web site at: [http://instructor.mstc.edu/Instructor/VGaul](http://instructor.mstc.edu/Instructor/VGaul) (click the Excel 2007 - Intermediate link)

**Student Files**
The assignments for this course are based on previously created files that I refer to as the *student files*. You can get these files from one of three places:

1. My web site: look for the Student Files link on [this page](#) and download the files.
2. The book publisher’s web site: Course Technology. Download the files.
3. The CD-ROM that came with your book (copy files to your computer)

The Excel data files barely fit on a floppy disk. You should copy/download the student files either to your hard drive or to a USB storage drive.

**Submitting Assignments**

This course is paperless. You will submit your assignments via Email, USB flash drive, or floppy disk.

**Email:**
1. Complete homework assignment 1 (see following pages)
2. Email completed assignment files to me as attachments (see Submit list)
3. I will Email an evaluation sheet back to you.
4. Repeat steps 1 & 2 for each tutorial.

**USB Storage Drive:**
1. Complete homework assignment 1 (see following pages).
2. Make sure all the files are on the USB drive (see Submit list).
3. Bring the USB drive to me. I will copy the appropriate files to my computer and immediately return the USB drive to you.
4. I will Email you the evaluation.
5. Repeat steps 1 through 3 for each assignment.

You will make a contract with your instructor to determine when you plan to complete each unit of the course. Stick to the schedule and pace yourself to complete the work. If you get into trouble, get help quickly. **GOOD LUCK!**
# Course Syllabus

## Course Title
Excel - Intermediate
Independent Study

## Course Number
103-124

## Credits
1

### Textbook
*Microsoft Office Excel 2007 - Introductory*  
by Parson, Oja, Algeloff, Carey  
(Course Technology, 2008)

### Instructor
Volker F. Gaul  
Stevens Point Business Office  
Office Phone: 342-3121  
E-Mail: Volker.Gaul@mstc.edu

### Course Prerequisites
- **Challenge Exam Available?** ☐ Yes ☑ No  
- **Articulated Course?** ☐ Yes ☑ No

### Required Student Materials
USB Storage Drive (Optional)

## Course Description
Students will learn to use some of the more advanced features of Excel including: charting, data validation, range names, functions, macros.

## Course Competencies
Given an IBM-compatible computer and the Microsoft Excel program, students will:
1. Implement multiple-worksheet workbooks;
2. Graphically chart data;
3. Implement a database application including sorting, searching and filtering;
4. Use range names to simplify equations;
5. Apply advanced Excel built-in functions;
6. Develop and debug macros;
Create worksheets which exhibit a professional use and appearance.
Course Outline

I. Beginning Excel Review
II. Managing Large Worksheets
III. Multiple Worksheets
IV. Creating Charts
V. Building a Database Application using Excel
VI. Advanced Functions
VII. Developing Macros

Student Assignments
Read instructor’s notes
Participate in lecture/discussion
Complete homework assignments

Course Grading

I will assign a letter grade for the course based on the following overall percentages:

- A 95 - 100%
- A- 93 - 94%
- B+ 90 - 92%
- B 88 - 89%
- B- 86 - 87%
- C+ 83 - 85%
- C 80 - 82%
- C- 78 - 79%
- D+ 75 - 77%
- D 72 - 74%
- D- 70 - 71%
- F Below 70%
Core Abilities
In addition to the material required in this course, the course will also further develop your skills in the following MSTC Core Abilities:

- Act with integrity
- Communicate effectively
- Demonstrate effective critical and creative thinking
- Demonstrate global and social awareness

Academic Integrity Policy
The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

Volker’s clarification of the above:
Homework assignments for this course are completed entirely on disks which unfortunately are easy to copy. If I determine that two assignments are identical, I will interview both students in an attempt to determine who did the copying. If I can determine who copied, I will give that student a zero on the assignment and let other instructors know of the infraction. If I determine a student has copied a second time, I will immediately fail (fail, not withdraw) that student in this course.

Course Expectations
I will take attendance only for record keeping purposes—your grade is not affected by your attendance. On the other hand, I will not repeat a lecture for someone who misses a class. It is your responsibility to make up the work you missed. Get to know your classmates and ask them to help you catch up. Review the notes on the web site.

If you decide you no longer wish to attend this class, it is your responsibility to drop the class. I will not drop students who are no longer attending. If you don’t drop the course, you will receive a grade of “F”.

Classroom Environment
I attempt to create a classroom environment that is comfortable for learning. If I inadvertently say or do something that offends or hurts you, please tell me (preferably after class) so I can correct the problem. If another student offends you, tell that student how you feel as well. If that doesn’t solve the problem, tell me. In order for our labs to be comfortable, productive environments, please do not use the computer to view inappropriate material that might be offensive to others. If you see others abusing their lab computer privileges, report them to your instructor or any other MSTC staff member.

Learning can be difficult enough as it is. Help me ensure the classroom and lab is an untroubled place to learn.

Special Needs
If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC’s goal to assist you in your individual educational plan.
This is a paperless course. To reduce the amount of wasted paper at Mid-State Technical College, all your assignments will be submitted via Email, the Submitted Assignments folder on the server, or on a USB flash drive. **Change any requests in the text to print to SAVE.** Label your submittals clearly with the tutorial number so I know which assignment I am grading.

**Unit 1**
Review Unit 1 – Review Unit Instructors Notes (web page)
Review the sections of the book referred to in the Instructor’s Notes book references

**Assignments**
| Unit 1 Review Assignment | Web Site |

Submit:
- Fresh Air Goals.xlsx

**Unit 2**
Review Unit 2 – Managing Large Worksheets Instructors Notes (web page)
Review the sections of the book referred to in the Instructor's Notes book references

**Assignments**
- None – Skills are embedded in subsequent assignments

Submit:
- None
Unit 3
Review Unit 3 – Multiple Worksheets Instructors Notes (web page)
Review the sections of the book referred to in the Instructor’s Notes book references

Assignments
Unit 3 Multiple Worksheets Assignment  Web Site

Submit:
- Oregon.xlsx
- InBurger 2010.xlsx
- Copier Sales.xlsx
- Bakery Region 1.xlsx

Unit 4
Review Unit 4 – Charting Instructors Notes (web page)
Review the sections of the book referred to in the Instructor’s Notes book references

Assignments
Unit 4 Charting Assignment  Web Site

Submit:
- Fresh Air Goals with Charts.xlsx
- Copier Sales.xlsx (with charts)
- Mitchell Oil.xlsx
- Student developed worksheet with charts
Unit 5
Review Unit 5 – Data Tables Instructors Notes (web page)
Review the sections of the book referred to in the Instructor’s Notes book references

Assignments
| Unit 5 Data Tables Assignment | Web Site |

Submit:
- Office Supplies.xlsx
- Tea Sales.xlsx
- Bowls Store.xlsx

Unit 6
Review Unit 6 – Advanced Functions Notes (web page)
Review the sections of the book referred to in the Instructor’s Notes book references

Assignments
| Unit 6 – Advanced Functions Assignment | Web Site |

Submit:
- Loan Calculator.xlsx
- Invoice.xlsx
- PC Modem.xlsx
- Student Designed Worksheet