

MA 371 INTERMEDIATE EXCEL (FALL 2011)

Time and Place. T, Th 9:00-10:50 a.m., E368 (August 30 - October 20)

Instructor. Dr. Gabriela Sanchis, 384 G Esbenshade Hall, Office Phone: 361-1339

E-mail. sanchisgr@etown.edu

Office Hours. M,W: 2-3:20; T, Th: 11:00-12:00; and by appointment.

Textbook. No textbook required; a good reference book is Excel Scientific and Engineering Cookbook by David M. Bourg

Prerequisites. None

In this course we will explore advanced features of Microsoft Excel that are useful for manipulating and analyzing large data sets. Topics will include Excel formulas, using the Solver, pivot tables, performing spreadsheet what-if analysis, graphing, and an introduction to VBA programming.

Course Objectives.

- To learn advanced features of Microsoft Excel that are useful for solving a variety of mathematics problems.

Learning Outcomes. Students will be able to:

- Use advanced features of Excel to solve a variety of mathematical problems.
- Use simple VBA code to add interactivity to Excel worksheets.

Attendance. You are expected to attend all classes. Excessive amounts of absenteeism may result in a lower grade. If you do miss a class, it is your responsibility to obtain from a classmate any notes, assignments, handouts, or anything else you may have missed.

Assignments. There will be seven assignments (one each week). Your lowest assignment will be worth 10% of your grade and the other six assignments will each be worth 15% of your grade. You may work on these in groups of no more than two, but you may not work with the same person more than once.

Academic Integrity. All work must be one's own and must comply with the Standards of Academic Integrity defined in the Elizabethtown College Catalog (see <http://catalog.etown.edu/> and then click on **Academic Policies** in the menu on the left, and then on **Academic Judicial System**). More specifically, you are encouraged to collaborate on assignments, but you may not share your spreadsheets or place them in your public folders on the campus network.

Grading. 94-100 A; 90-93 A-; 87-89 B+; 83-86 B; 80-82 B-; 77-79 C+; 73-76 C; 70-72 C-; 67-69 D+; 63-66 D; 60-62 D-; below 60 F

Disability. Elizabethtown College welcomes otherwise qualified students with disabilities to participate in all of its courses, programs, and activities. If you have a documented disability and require accommodations to access course material, activities, or requirements, you must:

- (1) Contact the Director of Disability Services, Lynne Davies, in the Center for Student Success, BSC 228, by phone (361-1227) or email daviesl@etown.edu.
- (2) Meet with me, the instructor, within two weeks of receiving a copy of the accommodation letter from Disability Services to discuss your accommodation needs and their implementation.