BUS A234: EXCEL 2

Item	Value
Curriculum Committee Approval Date	12/11/2013
Top Code	070210 - Software Applications
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Create templates and macros using Visual Basic for Applications to automate Excel tasks, formula auditing, data validation, complex problem solving, importing data, routing changes, PivotCharts, PivotTables, and trendlines. Provides preparation for students seeking Microsoft Office Specialist (MOS) certification. Enrollment Limitation: CIS A234/CIS A234H; students who complete BUS A234 may not enroll in or receive credit for CIS A234 or CIS A234H. ADVISORY: BUS A134 or CIS A134. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Use Excel to create spreadsheet workbooks using advanced software features for templates, macros, data validation, complex problem solving, importing data, PivotCharts, Pivot Tables, and Trendlines.
2. Analyze data using Solver and Trendlines.
3. Manipulate data using PivotCharts and PivotTables

Course Objectives

• 1. Create templates and work with multiple worksheets and workbooks.
• 2. Link Excel worksheets to Word documents and web discussions.
• 3. Use macros and Visual Basic for Applications (VBA) with Excel.
• 4. Perform formula auditing, data validation, and complex problem solving.
• 5. Import data and route changes.
• 6. Create PivotCharts, PivotTables, and Trendlines.
• 7. Create a PivotTable list web page using Excel.

Lecture Content

Using Macros and Visual Basic for Applications (VBA) with Excel Unprotect password-protected worksheets Building a command macro for toolbars and menu commands Building a command macro to automate data entry Goal Seeking to determine the specified outcomes Using an adjustment center to automate data entry Creating Templates and Working with Multiple Worksheets and Workbooks Creating and formatting templates Create workbooks from templates Using the WordArt tool Adding comments to workbooks Adding headers, changing margins, and printing workbooks Using Find and Replace commands Consolidating data by linking workbooks Formula Auditing, Data Validation, and Complex Problem Solving Formula auditing by tracing precedents and removing precedents Data validation of cells, trial and error to solve complex problems, and Goal Seek to solve complex problems Using Solver to solve complex problems Saving workbooks with passwords Using Scenario Manager to analyze data Summarizing scenarios Changing properties on workbooks Importing Data, Routing Changes, PivotCharts, PivotTables, and Trendlines Importing text and Access files, Web pages, data from spreadsheet XML Replicating formulas Exporting structured data from Excel Preparing workbooks for routing Reviewing tracked changes Creating and formatting PivotCharts and PivotTables Merging workbooks Adding trendlines to charts Integration Feature Linking Excel worksheets to Word documents and web discussions Web Feature Creating a PivotTable list web page using Excel Microsoft Office Specialist Certific ation Overview of MOS Program and preparation for MOS exams

Method(s) of Instruction

• Lecture (02)
• DE Live Online Lecture (02S)
• DE Online Lecture (02X)

Instructional Techniques

Lecture and application of ideas on electronic spreadsheets Exercise oriented approach that allows learning by doing

Reading Assignments

Minimum of 2 hours per week reading textbook material.

Writing Assignments

Minimum of 2 hours per week creating and editing spreadsheet files.

Out-of-class Assignments

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Demonstration of Critical Thinking

Midterm examinations, final examination, lab assignments, student participation

Required Writing, Problem Solving, Skills Demonstration

Assignments may require written student comments and program overview.

Eligible Disciplines

Business: Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Shelly, G., Cashman,T., and J. Quasney. Microsoft Excel 2007 Comprehensive Concepts and Techniques, ed. Boston: Course Technology, 2007 2. Required Freund, Steven M., et al. Shelly Cashman Series. Microsoft Excel 2013 Comprehensive, ed. Boston: Course Technology: Cengage Learning, 2014