

Busn 214, Spreadsheet Construction Syllabus

Requirements:

1. Buy
 - a. "Slaying Excel Dragons" textbook, ISBN 978-1-61547-000-6, Author: Mike Girvin, \$19.50 at Amazon
 - b. "Slaying Excel Dragons" DVD, ISBN 978-1-61547-000-5 Mike Girvin, \$35 at Amazon
2. Buy USB drive

Class web Site with all class materials (handouts, workbook, videos):

https://people.highline.edu/mgirvin/AllClasses/214_2007/214/2011springBusn214.htm

Student Outcomes

Use Microsoft Excel to solve typical business problems with an emphasis on 1) converting raw data into useful information and 2) making simple to complex calculations.

Outline

Use Microsoft Excel to solve typical business problems with an emphasis on converting raw data into useful information. In the process we cover these Excel topics:

1. Types of data In Excel: Numbers, Text, Logical, Errors.
2. Stylistic formatting: Style Formatting, Page Setup, Styles.
3. Number Formatting, including Custom Number Formatting.
4. Formulas and Functions.
5. The eleven formula elements: Equal Sign, Cell References, Math Operators, Comparative Operators, Numbers, Text, Operators, Functions, Ampersand, Array Constants, Wild Cards.
6. The five types of formulas: Calculating, Text, Lookup, Array, Logical.
7. Eight types of cell references: Relative, Absolute, Mixed, Worksheet, Workbook, Defined Named Ranges, Formulas To Define Reference, Table Nomenclature.
8. Advanced formulas: Nesting, Mega-Formulas and Array Formulas.
9. Extensive coverage of categories of functions, including: Lookup, Finance, Statistical, Logical and Text.
10. Data analysis features: Sort, Filter, Advanced Filter, Subtotals, PivotTables, Data Import, Text To Columns.
11. Advanced Pivot Tables.
12. Advanced data analysis: Formulas and PivotTables.
13. Create efficient formula input areas and data analysis criteria areas that allow efficient spreadsheet construction and that automate data analysis and what if analysis.
14. What if analysis: Goal Seek and Scenario Manager.
15. Use Data Validation to validate data inputs.

16. Creating dynamic charts, including: Column, Bar, Stacked Column, Stacked Column, Pie, Pie Within Pie, Histograms, X-Y Scatter and Regression Line, X-Y Scatter Break Even, Line, Multiple Chart Type in One Chart, Dynamic Ranges, Sparklines.
17. Conditional Formatting: built-in features and Logical Formulas.
18. Recorded Macros.

Student Outcomes

1. Understand the different types of data that Excel can understand.
2. Understand the difference between raw data and information.
3. Understand how to perform data analysis, which is the process of converting raw data into useful information that in turn can be used to make business decisions.
4. Understand the difference between Excel calculations and Excel data analysis.
5. Understand and effectively utilize Stylistic and Number formatting.
6. Understand how to setup efficient spreadsheets for calculations and data analysis.
7. Understand how to make calculations in Excel.
8. Be able to create basic, intermediate and advanced formulas for calculations and data analysis.
9. Utilize basic, intermediate and advanced Excel data analysis features for calculations and data analysis.
10. Be able to visualize data using Conditional Formatting.
11. Create basic, intermediate and advanced charts to visualize quantitative data.
12. Use Recorded Macros to automatic processes.

In-Class Work, Videos, Homework, Testing

1. Each day in-class we will work on in-class projects that are parallel to the topics in the textbook.
2. Each day you will go home, read the assigned pages in the textbook and watch the assigned “private” videos and do assigned homework.
3. There will be 4 Excel Take Home Tests, each worth 100 points.
4. There will be 4 Excel Take Home Quizzes, each worth 30 points each.
5. There will be a final project worth 100 points.
6. The schedule will list dates for all homework, videos to watch, pages to read, tests and quizzes to take.

Points in Class

Item	Points
Test 1	100
Test 2	100
Test 3	100
Test 4	100
Quiz 1	30
Quiz 2	30
Quiz 3	30
Quiz 4	30
Final Project	100
Total	620

% Grade	Decimal Grade
0.9435484	4.0
0.9322581	3.9
0.9209677	3.8
0.9096774	3.7
0.8983871	3.6
0.8870968	3.5
0.8758065	3.4
0.8645161	3.3
0.8532258	3.2
0.8419355	3.1
0.8306452	3.0
0.8193548	2.9
0.8080645	2.8
0.7967742	2.7
0.7854839	2.6
0.7741935	2.5
0.7629032	2.4
0.7516129	2.3
0.7403226	2.2
0.7290323	2.1
0.7177419	2.0
0.7064516	1.9
0.6951613	1.8
0.683871	1.7
0.6725806	1.6
0.6612903	1.5
0.65	1.4
0.6387097	1.3
0.6274194	1.2
0.616129	1.1
0.6048387	1.0
0.5935484	0.9
0.5822581	0.8
0.5709677	0.7
0.5596774	0.0

Important Dates:

Spring 2013

Feb 11	Registration begins for current students
Apr 1	Classes begin
Apr 22	Last day to withdraw, no W on transcript
May 24	Last day to withdraw officially
May 27	Memorial Day Holiday
June 7	Last day of classroom instruction
June 10-13	Final exams
June 12	Commencement
June 14	Faculty workshop
July 4	Independence Day Holiday

Incomplete Policy

1. Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the eighth week.
2. If 80% of the class work is not completed with a 2.0 grade or higher before the end of the eighth week, an incomplete is not allowed.
3. If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contract must be completed within four weeks of the last day of class.