TRINE
UNIVERSITY
Course Syllabus

COURSE TITLE: Advanced Spreadsheets for Business

COURSE & SECTION NUMBER: BA 213

NUMBER OF CREDIT HOURS: 3

INSTRUCTOR: TBD

OFFICE PHONE: TBD

TERM & YEAR:

TIME & PLACE: Asynchronous, Online

OFFICE LOCATION/HOURS: TBD

EMAIL: TBD

COURSE DESCRIPTION: This course will teach you to become an advanced Excel user. Concepts include data organization, workbook security, using tables to analyze and report data, integrating and manipulating data from external sources, creating and auditing complex formulas, automation features, advanced data analysis, using charts and graphs to analyze and communicate business information, statistical analysis, and reporting.

PREREQUISITES: None

REQUIRED TEXT: Microsoft Office 365 Excel 2019 Comprehensive

Author: Kinser, Jacobson, Kinser, Moriarity, Nightingale
ISBN: ISBN 978-0-13-539472-4
Copyright Year: 2020
Publisher: Pearson

REFERENCES:

OTHER MATERIALS:

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:
- Define basic Excel terminology.
- Navigate the Excel user interface to create and edit worksheets and workbooks.
- Perform calculations using formulas and functions.
- Organize, sort, filter and summarize information in a professional manner.
- Solve problems and work with statistical analysis tools.
- Perform data analysis to evaluate and compare financial information.
- Apply data tables, charts, graphs, pivot tables, and Excel scenarios.
- Manipulate Solver to enhance decision making. (LO8)
- Identify problems by troubleshooting worksheets and workbooks.
- Record and automate tasks using macros.
- Import and export data to and from other applications.

COURSE REQUIREMENTS:

ATTENDANCE/PARTICIPATION:

Participants must visit the online course room (Moodle) once a day to view assignments, announcements, and read/respond to class online discussion boards

GRADING/EVALUATION:

All assignments must be completed satisfactorily to pass the course. The grading process described below is subject to change by the instructor.

Activity	Percent
Weekly Assignments – Chapters (1-13)	85%
Class Discussion/Participation	5%
Midterm Exam	5%
Final Exam	5%

Grade	Percentage
A	90-100%
B+	86-89%
B	80-85%
C +	76-79%
C	70-75%
D+	66-69%
D	60-65%
F	0-59%

OTHER POLICIES:

LATE ASSIGNMENTS: Late assignments receive no more than 80% of the points available. Assignments longer than two weeks will not be accepted.

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

ACADEMIC MISCONDUCT
The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM
You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Artificial Intelligence (AI) is prohibited: All work submitted by students in this course must be generated by the student. Students may not have another person or entity contribute to an assignment for them, which includes using AI. Students may not incorporate any part of an AI-generated response in an assignment, use AI to formulate arguments, use AI to generate ideas

for an assignment, or submit work to an AI platform for improvement. Using an AI tool to generate content may qualify as academic misconduct in this course.

OR

Artificial Intelligence (AI) is allowed: Students may use AI tools on instructor-identified assignments in this course. To adhere to our scholarly values, students must cite any AI-generated material that informed their work. Using an AI tool without proper attribution may qualify as academic misconduct in this course. It is the responsibility of the student to verify the accuracy, reliability, and ethical implications of AI-generated content.

COURSE MAPPING:

Week One: LO1,2,3,9	
Learning Activities and Materials	**Assessments**
Read: 1. Read Chapter 1: Create, Navigate, Work With, and Print Worksheets **(LO1) (LO2)** Preview: Preview Chapter 1 PowerPoint **(LO1) (LO2)**	Discussion Forum: 1. Introduction Discussion Forum—List in an Excel Worksheet Desired Outcomes of What You want to Learn **(LO1) (LO2) (LO3)** Assignment: Problem Solve 1—All Sport Athletic Inventory **(LO1) (LO2) (LO3) (LO9)**
Week Two: LO1,2,3,5,9	
Learning Activities and Materials	**Assessments**
Read: 1. Read Chapter 2: Formats, Functions, and Formulas **(LO1) (LO2)** 2. Read Chapter 3: Cell References, Named Ranges, and Functions **(LO1) (LO2)** Preview: 1. Preview Chapter 2 PowerPoint **(LO1) (LO2)** 2. Preview Chapter 3 PowerPoint **(LO1) (LO2)**	Assignment: 1. Chapter 2--Perform 1: Perform In Your Career—Fundraising Summary **(LO1) (LO2) (LO3) (LO9)** 2. Chapter 3--Problem Solve 1—Painted Paradise Resort & Spa Scenario **(LO1) (LO2) (LO3) (LO5) (LO9)**
Week Three: LO1,2,3,7,9	
Learning Activities and Materials	**Assessments**
Read: 1. Read Chapter 4: Effective Charts **(LO1) (LO2)** 2. Read Chapter 5: Complex Logical and Retrieval Functions **(LO1) (LO2)** Preview: 1. Preview Chapter 4 PowerPoint **(LO1) (LO2)** 2. Preview Chapter 5 PowerPoint **(LO1) (LO2)**	Assignment: 1. Chapter 4--Perform 1: Perform In Your Career—Real Estate **(LO1) (LO2) (LO3) (LO7) (LO9)** 2. Chapter 5— Complete the Questions Based Upon the Chapter 5 Objectives— TurnItIn Assignment **(LO1) (LO2) (LO3) (LO9)**

Week Four: LO1,2,3,4,7,9

Learning Activities and Materials	Assessments
Read: 1. Read Chapter 6: Integrating Complex Functions into Business Analysis **(LO1) (LO2)** 2. Read Chapter 7: Multiple Worksheets, Workbooks, and Templates **(LO1) (LO2)** Preview: 1. Preview Chapter 6 PowerPoint **(LO1) (LO2)** 2. Preview Chapter 7 PowerPoint **(LO1) (LO2)**	Assignment: 1. Chapter 6--Perform 1: Perform In Your Career—Small Business Ownership **(LO1) (LO2) (LO3) (LO4) (LO7) (LO9)** 2. Chapter 7—Practice 1—Corporate Event Planning at the Resort **(LO1) (LO2) (LO3) (LO9)** Muddiest Point Forum—Chapter 6 or 7—Describe a Difficult Part of Chapter—Reply to Classmate With a Google Search of Article or Video **(LO1)**

Week Five: LO1,2,3,5,9,10,11

Learning Activities and Materials	Assessments
Read: 1. Read Chapter 8: Building an Application With Multiple Worksheets and Workbooks **(LO1) (LO10)** 2. Read Chapter 9: Organize, Import, Export, and Cleanse Data **(LO1) (LO2)** Preview: 1. Preview Chapter 8 PowerPoint **(LO1) (LO2)** Preview Chapter 9 PowerPoint **(LO1) (LO2)**	Assignment: 1. Chapter 8—Problem Solve 1—Pages 429-473--Peer review will be used to indicate the accuracy of data validations rules created. 2. Chapter 9--Perform 1: Perform In Your Life—Investing in Homes **(LO1) (LO2) (LO3) (LO5) (LO8) (LO9) (LO11)**

Week Six: LO1,2,3,5,6,8,9

Learning Activities and Materials	Assessments
Read: 1. Read Chapter 10: Data Tables, Scenario Manager, and Solver **(LO1) (LO2)** 2. Read Chapter 11: Loan Amortization, Investment Analysis, and Asset Depreciation **(LO1) (LO2)** Preview: 1. Preview Chapter 10 PowerPoint **(LO1) (LO2)** Preview Chapter 11 PowerPoint **(LO1) (LO2)**	Assignment: 1. Chapter 10—Complete Chapter Project—Pages 553-584 **(LO1) (LO2) (LO3) (LO8) (LO9)** 2. Chapter 11—Practice 1—Loan Analysis and Depreciating Equipment at the Red Bluff Golf Course & Pro Shop **(LO1) (LO2) (LO3) (LO5) (LO6) (LO9)** Muddiest Point Forum—Chapter 10 or 11—Describe a Difficult Part of Chapter—Reply to Classmate With a Google Search of Article or Video **(LOL1)**

Week Seven: LO1,2,3,5,9	
Learning Activities and Materials	**Assessments**
Read: 1. Read Chapter 12: Business Statistics and Regression Analysis **(LO1) (LO2)** Preview: Preview Chapter 12 PowerPoint **(LO1) (LO2)**	Assignment: Chapter 12—Complete the Questions Based Upon Chapter 12 Objectives—TurnItIn Assignment **(LO1) (LO2) (LO3) (LO5) (LO9)**
Week Eight: LO1,2,3,4,7,9	
Learning Activities and Materials	**Assessments**
Read: 1. Read Chapter 13: The Excel Data Model and Business Intelligence **(LO1) (LO2)** Preview: Preview Chapter 13 PowerPoint **(LO1) (LO2)**	Assignment: 1. Chapter 13—Discussion Forum—Based upon the reading of the chapter and researching Dashboards, identify how these can be utilized in your degree area. **(LO1) (LO2) (LO3) (LO4) (LO7) (LO9)** Muddiest Point Forum—Chapter 13—Describe a Difficult Part of Chapter—Reply to Classmate With a Google Search of Article or Video **(LO1)**

COURSE CALENDAR/SCHEDULE:

Week	Activities and Assessments	Activity and Assessment Details	Due Dates	Points
Week One	Read	Read Chapter 1: Create, Navigate, Work With, and Print Worksheets		
	Review	Preview Word Chapter 1 PowerPoint		
	Assignments	Discussion Forum: Introduction Discussion Forum—List in an Excel Worksheet Desired Outcomes of What You want to Learn	Initial discussion forum is due by **Thursday, August 26, at 11:59 PM EST** and **responses** to two of your classmates **are due by Sunday, August 29, at 11:59 PM EST**.	**30 pts**
		Assignment: Problem Solve 1—All Sport Athletic Inventory	**10/31/2021**	**70 pts**
Week Two	Read	Read Chapter 2: Formats, Functions, and Formulas Read Chapter 3: Cell References, Named Ranges, and Functions		
	Review	Preview Chapters 2 & 3 PowerPoints		
	Assignments	Chapter 2--Perform 1: Perform In Your Career—Fundraising Summary	**11/7/2021**	**50 pts**
		Chapter 3--Problem Solve 1—Painted Paradise Resort & Spa Scenario		**50 pts**
Week Three	Read	Read Chapter 4: Effective Charts Read Chapter 5: Complex Logical and Retrieval Functions		
	Review	Preview Chapters 4 & 5 PowerPoints		
	Assignments	Chapter 4--Perform 1: Perform In Your Career—Real Estate	**11/14/2021**	**50 pts**
		Chapter 5— Complete the Questions Based Upon the Chapter 5 Objectives— TurnItIn Assignment.		**50 pts**

Week Four	**Read**	**Read Chapter 6: Integrating Complex Functions into Business Analysis** **Read Chapter 7: Multiple Worksheets, Workbooks, and Templates**		
	Review	Preview Chapters 6 & 7 PowerPoints		
	Assignments	Chapter 6--Perform 1: Perform In Your Career—Small Business Ownership	Initial discussion forum is due by **Thursday, November 18, at 11:59 PM EST** and **responses** to two of your classmates **are due by Sunday, November 21, at 11:59 PM EST**. **11/21/2021**	**50 pts**
		Chapter 7—Practice 1—Corporate Event Planning at the Resort		**50 pts**
		Muddiest Point Forum—Chapter 6 or 7—Describe a Difficult Part of Chapter—Reply to Classmate With a Google Search of Article or Video		**25 pts**
Week Five	Read	Read Chapter 8: Building an Application With Multiple Worksheets and Workbooks Read Chapter 9: Organize, Import, Export, and Cleanse Data		
	Review	Preview Chapters 8 & 9 PowerPoints		
	Assignments	Chapter 8—Problem Solve 1—Pages 429-473--Peer review will be used to indicate the accuracy of data validations rules created.	**11/28/2021**	**50 pts**
		Chapter 9--Perform 1: Perform In Your Life—Investing in Homes		**50 pts**

Week Six	Read	**Read Chapter 10: Data Tables, Scenario Manager, and Solver** **Read Chapter 11: Loan Amortization, Investment Analysis**		
	Review	Preview Chapters 10 & 11 PowerPoints		
	Assignments	Chapter 10—Complete Chapter Project—Pages 553-584	Initial discussion forum is due by **Thursday, December 2, at 11:59 PM EST** and **responses** to two of your classmates **are due by Sunday, December 5, at 11:59 PM EST**. **12/5/2021**	**50 pts**
		Chapter 11—Practice 1—Loan Analysis and Depreciating Equipment at the Red Bluff Golf Course & Pro Shop		**50 pts**
		Muddiest Point Forum—Chapter 10 or 11—Describe a Difficult Part of Chapter—Reply to Classmate With a Google Search of Article or Video		**25 pts**
Week Seven	Read	Read Chapter 12: Business Statistics and Regression Analysis		
	Review	Preview Chapter 12 PowerPoint		
	Assignments	Chapter 12—Complete the Questions Based Upon Chapter 12 Objectives— TurnItIn Assignment	**12/12/2021**	**50 pts**
Week Eight	Read	Read Chapter 13: The Excel Data Model and Business Intelligence		
	Review	Preview Chapter 13 PowerPoint		
	Assignments	Chapter 13—Discussion Forum—Based upon the reading of the chapter and researching Dashboards, identify how these can be utilized in your degree area.	Initial discussion forum is due by **Thursday, December 16, at 11:59 PM EST** and **responses** to two of your classmates **are due by Saturday, December 18, at 11:59 PM EST**. **12/18/2021**	**50 pts**
		Muddiest Point Forum—Chapter 13—Describe a Difficult Part of Chapter—Reply to Classmate With a Google Search of Article or Video		**25 pts**

ADDITIONAL INFORMATION:
Note: This syllabus is subject to change based on the needs of the class.