

College of Micronesia-FSM

Business Administration Division

National Campus

**COURSE SYLLABUS**

Course Number: **CA105**

Course Title: **Data Analysis**

Credits: **3**

Pre-Requisite: **CA100**

**Course Description:**

The students will learn intermediate to advanced functionalities in MS Excel including Pivot tables, Pivot charts, what-if-analysis, advanced formula and functions and the like, that could be used for data analysis in business or organizational settings.

**Institutional Learning Outcomes (ILOs):**

COM-FSM graduates will demonstrate that they can:

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| [ ] | 1. Effective oral communication: capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners’ attitudes, values, beliefs, or behaviors.
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| [ ] | 1. Effective written communication: development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
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| [ ] | 1. Critical thinking: a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
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| [ ] | 1. Problem solving: capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
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| [ ] | 1. Intercultural knowledge and competence: a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
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| [X] | 1. Information literacy: the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
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| [ ] | 1. Foundations and skills for life-long learning: purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
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| [ ] | 1. Quantitative Reasoning: ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.
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**PROGRAM LEARNING OUTCOMES (PLOs):**

The student will be able to:

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| [ ] | 1. Demonstrate an in-depth understanding of technical concepts and ethical issues pertaining to information systems
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| [ ] | 1. Demonstrate theoretical knowledge and practical skills in the management and strategic use of information systems and technology.
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| [ ] | 1. Demonstrate proficiency in the use of different software applications significant to manipulating and analyzing information as well as generating and presenting reports in the various functional areas of business.
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| [X] | 1. Demonstrate solid foundation skills in database design and management, web engineering, programming, and networking
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| [ ] | 1. Demonstrate the ability to adapt to latest technologies using their foundation knowledge and skills from CIS.
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**Course Objectives:**

Upon successful completion of this course, students will be able to:

1. Explain and demonstrate how to create and format a workbook and work with formulas, functions, and graphics.
2. Explain and demonstrate PivotTables and PivotCharts, advanced formulas and functions and how to manage multiple worksheets.
3. Explain and demonstrate advanced techniques, such as financial and what-if analyses, external data usage, and Visual Basic Application integration.

**Class Time and Location:**

Room: B-102

Time: 11:00A.M.-12:25P.M. (TTH)

**Professor Information:**

Name: Edper M. Castro

Office Location: F-103

Office Hours: 2:00-3:00 P.M. (MWF), 10:00-11:00 A.M. (TTH)

Phone: 3202480 (Ext: 157)

E-Mail (COM) : emcastro@comfsm.fm

E-Mail (Activities) : nationalcis@gmail.com

Website : [www.comfsm.fm/~emcastro](http://www.comfsm.fm/~emcastro)

**Textbook:**

Book Title: Comprehensive Microsoft Excel 2013 – Enhanced Edition

Author: Jun Jamrich Parsons, Dan Oja, Roy Ageloff, and Patrick Carey

Publisher: Course Technology, Cengage Learning

Year: 2016

**Methods and Instruction:**

1. PowerPoint Presentation
2. Class Discussion
3. Lecture/Hands-on Practice
4. Individual and Group Research/Reporting

**Composition of Final Grade**

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| **Breakdown** | **Points** |
| Presentations/Activity | 35 |
| Attendance | 5 |
| Quiz | 10 |
| Midterm Exam | 25 |
| Final Exam | 25 |
| Total Points | 100 |

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| **Points** | **Letter Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| <60 | F |

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**Attendance Policy:**

* The college attendance policy shall be observed. Mandatory attendance is at the discretion of the instructor, and it is this instructor's discretion that your SEVENTH (7th) ABSENCE will result in AUTOMATIC WITHDRAWAL from the class or an “F”.

**Classroom Policies:**

1. Turn off or put in silent mode your cell phone when in class.
2. Do not use or surf the Internet while there is an ongoing lecture or activity/exercise. However, if there is no activity yet, or you completed your activity earlier and there is no ongoing lecture you are allowed to use the Internet.
3. No any form of liquid for drinking (e.g. soda, juice, water) shall be brought inside the Lab.
4. No smoking or chewing betel nut while on the lab.
5. If you need assistance from the teacher, just simply raise your hand and the teacher will be your side to attend to your need(s) once he/she is free to do so.
6. If you find the lecture too fast, kindly just raise your hand and inform the teacher to slow down or to repeat something. The teacher will not take that as something offensive or disrespectful. However, be sure that you are not doing something else that is against the rules stated above (e.g. surfing the Internet while the teacher is on lecture) and at the same time asking for your teacher to repeat it.
7. Do not leave room without permission from the Instructor during class time.
8. You are expected to read ahead the chapters given to you for reading before coming to class.

**Note :** Those who repeatedly violate rules 2,3 & 4 will be forewarned first and after 3 violations or more, the SSP head and the Chairperson will be given notice after a private discussion with the teacher in charge.

**Academic Honesty:**

Cheating of any form on any assignment, quiz, or exam will result in a zero for that assignment, quiz, or exam AND possibly further disciplinary action. Please read the catalog to familiarize yourself with the entire academic honesty policy.

**COURSE TENTATIVE SCHEDULE**

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| **Schedule** | **Topics** | **References** | **Assessments** |
| Week 1Week 2 | Making the Worksheet Useful | Chapter 1 | Hands-on Lab and Quiz |
| Week 3 | Applying Advance Formats to Worksheets and Charts | Chapter 2 | Hands-on Lab and Quiz |
| Week 4Week 5 | Working with Multiple WorksheetsWorking with Worksheet Charts | Chapter 2 | Hands-on Lab and Quiz |
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| Week 6Week 7 | Printing WorkbooksUsing Lists | Chapter 3 | Hands-on Lab and Quiz |
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| Week 8 | Filtering and Extracting Data | Chapter 4 | Hands-on Lab and Quiz |
| Week 9 | Working with Analysis Tools and PivotTables | Chapter 5 | Hands-on Lab and Quiz |
| Week 10 | Creating Macros and Menus | Chapter 6 | **Midterm Exam** |
| Week 11 | Importing and Exporting Data | Chapter 7 | Hands-on Lab and Quiz |
| Week 12 | Using Template and Protection | Chapter 8 | Hands-on Lab and Quiz |
| Week 13 | Working with Multiple Worksheets and Workbooks | Chapter 9 | Hands-on Lab and Quiz |
| Week 14 | Working with Shared Workbooks | Chapter 10 | Hands-on Lab and Quiz |
| Week 15 | Using Outlines | Chapter 11 | Hands-on Lab and Quiz |
| Week 16 | Using Advanced Excel Tools | Chapter 13 | Hands-on Lab and Quiz |
| Week 17 | Review and Final Exam |  |  Final Exam |