College of Micronesia-FSM
Business Administration Division
National Campus

COURSE SYLLABUS

Course Number: **CA105**
Course Title: **Data Analysis Using Spreadsheet**
Credits: **3**
Pre-Requisite: **CA100**

Course Description:

Upon completion of the course, students will learn the most important topics of Microsoft Office Excel 2013. You will learn how to create and format a workbook and work with formulas, functions, charts, and graphics. In addition, you will learn PivotTables and PivotCharts, advanced formulas and functions, and how to manage multiple worksheets. Finally, you will learn advanced techniques, such as financial and what-if analyses, external data usage, and Visual Basic Application integration.

Course Objectives:

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

1. Getting Started with Excel
2. Formatting a Workbook
3. Working with Formulas and Functions
4. Working with Charts and Graphics
5. Working with Excel Tables, PivotTables, and PivotCharts
6. Managing Multiple Worksheets and Workbooks
7. Using Advanced Functions, Conditional Formatting, and Filtering
8. Developing an Excel Application
9. Developing a Financial Analysis
10. Performing What-if Analysis
11. Connecting to External Data
12. Expanding Excel with Visual Basic for Application

Class Time and Location:

Room: B-102
Time: 9:30-10:55 A.M.

Professor Information:
Name: Joseph Felix Jr.
Office Location: F-103
Office Hours: 11:00-12:00P.M. (MWF)
11:00-12:00P.M. (T-TH)
Phone: 3202480 (Ext: 157)
E-Mail: felixjr@comfsm.fm

Textbook:
Book Title: Microsoft Office Excel 2013
Author: June Jamrich Parsons, Dan Oja, Roy Ageloff, and Patrick Carey
ISBN: 1-4239-0585-7
Publisher: Course Technology, Cengage Learning
Copyright: 2012

Methods and Instruction:
A. Hands-On Skills Development
B. Demonstration
C. Individual Instruction
D. Lecture/Guided Practice
E. Assignments

Composition of Final Grade

Breakdown	Points
Assignments	20
Quizzes	20
Midterm	30
Final Exam	30
Total Points	100

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

Attendance Policy:
Students who are absent for more than four classes, will automatically be dropped from the course. The total missed classes include unexcused and excused absences, such as sickness, funerals, and other circumstances.

Classroom Policies:
1. No food or water is allowed in the classroom at all times.
2. No Internet usage is permitted during class hours unless instructor allows.
3. Students entering classroom after 5 minutes of class is considered absent.
4. During class hours, students need to ask instructor of going outside of classroom. Instructor will surely let the students go with good reasons. If student does not ask, warning will be given once. After that, it will cause the student another absent.
5. No sharing of textbook. Students who do not bring textbook with them to class everyday will cost them another absent.

Academic Honesty:
To ensure the integrity of the educational process and the institution, the College encourages honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instructor from being able to assess accurately the performance of a student in any facet of learning.

COURSE TENTATIVE SCHEDULE

Week	Course Learning Objectives	Topic	Assessments
1		Introduction to Course	none
		Managing Your Files	Review Assignments
2		Getting Started with Microsoft Office 2007	Review Assignments
		Getting Started with Microsoft Office 2007 (cont'd)	Reality Check
3	1	Excel Tutorial 1: Getting Started with Excel	Review Assignments, Case Problem 1
	2	Excel Tutorial 2: Formatting a Workbook (Session 2.1)	Internet Assignment, Case Problem 2
4	2	Excel Tutorial 2: Formatting a Workbook (Session 2.2)	Case Problem 4
	3	Excel Tutorial 3: Working with Formulas and Functions (Session 3.1)	Case Problem 2
5	3	Excel Tutorial 3: Working with Formulas and Functions (Session 3.2)	Internet Assignment
		Exam #1	none
6	4	Excel Tutorial 4: Working with Charts and Graphics (Session 4.1)	Reality Check
		Excel Tutorial 4: Working with Charts and Graphics (Session 4.2)	Case Problem 4
7		Exam #2	none
	5	Excel Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts (Session 5.1 & 5.2)	Review Assignments
8	5	Excel Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts (Session 5.2 & 5.3)	Case Problem 3
	6	Excel Tutorial 6: Managing	Internet Assignment

		Multiple Worksheets and Workbooks (Session 6.1 & 6.2)	
9		Excel Tutorial 6: Managing Multiple Worksheets and Workbooks (Session 6.2 & 6.3)	Case Problem 3
	7	Excel Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering (Session 7.1 & 7.2)	Review Assignments
10		Excel Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering (Session 7.2 & 7.3)	Case Problem 3
	8	Excel Tutorial 8: Developing an Excel Application (Session 8.1 and 8.2)	Case Problem 1
11		Excel Tutorial 8: Developing an Excel Application (Session 8.2 and 8.3)	Reality Check
		Exam #3	none
12	9	Excel Tutorial 9: Developing a Financial Analysis (Session 9.1 and 9.2)	Internet Assignment
		Excel Tutorial 9: Developing a Financial Analysis (Session 9.2 and 9.3)	Case Problem 3
13	10	Excel Tutorial 10: Performing What-If Analyses 10.1 and 10.2)	Review Assignments
		Excel Tutorial 10: Performing What-If Analyses (Session 10.2 and 10.3)	Case Problem 1
14	11	Excel Tutorial 11: Connecting to External Data (Session 11.1 & 11.2)	Internet Assignment
		Excel Tutorial 11: Connecting to External Data (Session 11.2 & 11.3)	Case Problem 2
15	12	Excel Tutorial 12: Expanding Excel with Visual Basic Applications (Session 12.1 & 12.2)	Reality Check
		Excel Tutorial 12: Expanding	Case Problem 4

		Excel with Visual Basic Applications (Session 12.2 & 12.3)	
16		Review	none
		Exam #4	none