Sisi Virasak
CIS135S – Advanced Spreadsheets
Spring 2022 Syllabus

Email: virasas@linnbenton.edu	**Discord:** https://discord.gg/WRY2NuE4Kd
Office: MKH-108	**Class Day/Time:** M @ 1200-1350 Join Zoom Meeting https://linnbenton.zoom.us/j/93091178878 Meeting ID: 930 9117 8878
Phone: 541-917-4617	**Office Hours:** By Appt.

Course Description and Objectives:

Provides advanced techniques and features of spreadsheet software for business applications and financial analysis. Uses the applications expected in the business environment, including but not limited to an operating budget, and following a company's stock price and other information. New concepts to be introduced include break-even analysis, financial projections, statistical analysis, and data and pivot tables to summarize data.

Prerequisite: CIS 125 Introduction to Software Applications or BA 101B Business Analytics with a grade of C or better.

Required Course Materials:

1) A minimum 2GB USB drive
2) Textbook will be provided in Moodle.
3) Microsoft Office 365 Excel 2019 (free student version https://libhelp.linnbenton.edu/subjects/guide.php?subject=shd#tab-4)

Learner Outcomes:

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

1. Develop financial projections based on scenarios.
2. Develop visual presentations of data.
3. Develop various alternatives useful in decision making.
4. Summarize large amounts of data.

Weekly Assignments:

- 10 Assignments
- Assignments are due before 11:59PM on Sunday
- Assignments should be saved as .xlsx/.xls

Practice Exercises:

In order to get the most from this class is hands-on practice. There will be a practice exercise at the end of each class and will be due each week on Monday @ 11:59PM. This will allow you to review the concepts covered in class and help me assess your understanding.

Final Project:

The final project will cover most of the concepts covered in this class and will give you an opportunity to solve real world problems. This will be a team project and I will form the teams in week 3.

Grades Table:

Assignments/Exams	Weight
10 Assignments	25%
Practice Exercises	30%
Final Project	45%
TOTAL	100%
Grades: **IMPORTANT:** A grade of "C" or higher is considered passing.	A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: < 60% P: >= 70% NP: < 70%

Academic Honesty:

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

Classroom Conduct:

1) Please silence cell phones and do not use during class.
2) Please mute microphone during class, except to ask questions.
3) Please respect the learning environment of others and keep distractions to a minimum.

LBCC Center for Accessibility Resources:
Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to http://linnbenton.edu/cfar for steps on how to apply for services or call 541-917-4789.

LBCC Comprehensive Statement of Nondiscrimination:
LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

LBCC Statement of Inclusion:
The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

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Weekly Schedule (Subject to Change)

Week	Activity	Due

Week-1 March 28	➢ Welcome, introductions, scope & set clear expectations
	➢ Microsoft Office 365
	➢ Week 1 Scope: Review basic Excel concepts:
	➢ Review Quick Access Toolbar, Tabs, Ribbons, Backstage
	➢ Topics: Advanced Formulas/Functions
	    ➢ SUM/SUMIFS
	    ➢ COUNT/COUNTIFS
	    ➢ SUMPRODUCT
	➢ LOGICAL FUNCTION
		Practice Exercise Monday, March 28 11:59PM
		
		Week 1 Assignment Sunday, April 3 11:59PM

Week-2 April 4	➢ Week 2 Scope: Advanced Excel Formulas/Functions Cont.
	    ➢ VLOOKUP/XLOOKUP
	    ➢ INDEX + MATCH
		Practice Exercise Monday, April 4 11:59PM
		
		Week 2 Assignment Sunday, April 10 11:59PM

Week-3 April 11	➢ Week 3 Scope: Power Query, Tables
	    ➢ What is Power Query?
	    ➢ Introduction to tables
	    ➢ Using Structural References
	    ➢ Tables-tips
	    ➢ Table Flexibility
	    ➢ Using formulas with Tables
	
	Form Teams for Final Project
		Practice Exercise Monday, April 11 11:59PM
		
		Week 3 Assignment Sunday, April 17 11:59PM

Week-4 April 18	➢ Week 4 Scope: Conditional Formatting
	    ➢ 5 Tips on CF
	    ➢ Highlighting Duplicates
		Practice Exercise Monday, April 18 11:59PM
		
		Week 4 Assignment Sunday, April 24 11:59PM

Week-5 April 25	➢ Week 5 Scope: Advanced Charting
	    ➢ Selecting Right Chart
	    ➢ Interactive charts in Excel
	    ➢ Combine two chart types
	    ➢ In-cell charts
	    ➢ Budget vs. Actual data
	    ➢ Sparklines
		Practice Exercise Monday, April 25 11:59PM
		
		Week 5 Assignment
		
		Sunday, May 1 11:59PM

Week-6 May 2	➢ Week 6 Scope: Pivot Tables and Pivot Reporting
	    ➢ Multi-table pivots
	    ➢ Slicers and Timelines
	    ➢ Pivots form large datasets
	    ➢ Report Filters
	    ➢ Advanced Pivot Table Skills
		Practice Exercise Monday, May 2 11:59PM
		
		Week 6 Assignment Sunday, May 8 11:59PM

Week-7 May 9	➢ Week-7 Scope: VBA and Macros
	  ➢ Introduction to VBA
	  ➢ Understanding VBA Variables, Condition & Loops
	  ➢ Find and extract matching values with VBA
		Practice Exercise Monday, May 9 11:59PM
		
		Week 7 Assignment Sunday, May 15 11:59PM

Week-8 May 16	➢ Week-8 Scope : Data Tables, Simulation and Solver
	
	  ➢ Introduction to Data Tables
	  ➢ Statistics & Modeling using Excel
	  ➢ Introduction to Solver
	  ➢ Introduction to Scenario Analysis
	  ➢ ETS Time-series forecasting in Excel
	  ➢ Forecasting & Trend Analysis
		Practice Exercise Monday, May 16 11:59PM
		
		Week 8 Assignment Sunday, May 22 11:59PM

Week-9 May 23	➢ Week-9 Scope: Excel Integration and Optimization
	  ➢ Combine files with Power Query
	  ➢ Consolidating multiple workbooks with VBA
	  ➢ Using Web APIs in Excel– Google Maps Example
	  ➢ Sending emails from Excel
	  ➢ Creating MS WORD Reports from Excel
	  ➢ Making PPT slides from Excel
	  ➢ Speed up Excel Formulas
		Practice Exercise Monday, May 23 11:59PM
		
		Week 9 Assignment Sunday, May 29, 11:59PM

Week-10 May 30	➢ Week-10 Scope = Excel Productivity Tools
	  ➢ Keyboard Shortcuts
	  ➢ Mouse Shortcuts
	  ➢ Making your own ribbon to save time
		Practice Exercise Monday,

	➢ Excel Productivity Tips ➢ Making better Excel workbooks	May 30 11:59PM **Week 10 Assignment** Sunday, June 5, 11:55PM
Week-11 June 6	➢ **Team Final Project Wednesday, June 8 @ 11:59 PM**	

Important Dates:

First Day of Spring Term	March 28
College Closed Until Noon for Faculty/Staff Spring Inservice	April 1
Last Day to Add/Drop	April 4
Last Day to Withdraw with "W"	May 15
College Closed for Memorial Day	May 30
Balance Due in Full to Avoid Late Fees and Registration Hold	May 30
Last Day of Term	June 10