

IDS 331 - Business Analysis Using Spreadsheets Course Syllabus Fall 2012

Microsoft Excel is an incredibly powerful tool for all situations requiring quantitative analysis. Accountants and financial officers use Excel in summarizing and forecasting. Marketing managers apply Excel tools in competitive analysis and sales planning. Operations managers use Excel for fact-based decision support. Entrepreneurs use Excel for general planning and record keeping. This course will give you the opportunity to

- *Use Excel's powerful built-in tools*
- *Create user-friendly applications in Excel*
- *Apply Excel tools to typical business problems*

This course is intended for a general undergraduate business student who has an interest in problem analysis. Students who take the course should come away with good analytic skills based in Excel and knowledge of the basic techniques involved in application development using Visual Basic for Applications. The content of the course is defined by the objectives listed on the Blackboard site for this course.

Course Data

Instructor: Yann T. Chang

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Office Hours: 2:15 P.M. – 4:15 P.M. Monday and Wednesday or by appointment

Call Number: 32087

Meeting time: 12:30 A.M. – 1:45 P.M. Tuesday and Thursday

Meeting place: Taft Hall 216 (Lectures on Tuesdays) and SCE 408 (Labs on Thursdays).

Prerequisites:

- IDS 200 or equivalent experience with Excel
- It is recommended that you take ACTG 110 concurrently if you have not already taken it.

Required Materials

- Wayne Winston, **Microsoft Office Excel 2007: Data Analysis and Business Modeling**, Microsoft Press. ISBN-13: 978-0-7356-2396-5. Available at bookstore or order online.
- Book and software for Microsoft Office Specialist exam on Excel 2007: **Excel 2007: Basic + CertBlaster& CBT, Student Manual with Data**, Axzo Press. ISBN-13: 978-1-4239-1812-7. Available at bookstore or order online.
- John Walkenbach, **Excel VBA Programming for Dummies**, 2nd edition, Wiley, 2010. ISBN: 978-0470503690. Available at bookstore or order online.

Recommended Materials

- R. A. Abrams and J. N. Hagstrom, **IDS 355 Lab Manual**. Available at bookstore.

Assignments and Exams**CertBlaster Exam on Excel (15%)**

By the fourth week of the term, you must complete the Certblaster exam – a computer-based Microsoft Office Specialist exam on Excel 2007 – at a satisfactory level (80% or up).

Quizzes (10%)

There will be an online quiz almost every week. The quizzes will cover class and reading material on Excel tools, VBA, and the Excel object model. Depending on the number of quizzes, one or two of your lowest scores will be dropped when the semester grade is computed.

Excel Tools Assignments (10%)

There will be an almost-weekly assignment that requires the use of Excel commands. Your lowest score will be dropped when the semester grade is computed.

VBA Assignments (10%)

There will be an almost-weekly VBA assignment. Your lowest score, excluding the assignment for VBA Lesson 9, will be dropped when the semester grade is computed.

Exam on VBA and Excel Tools (15%)

Towards the end of the semester, there will be an exam on programming in VBA and on Excel Tools. It will be based on the skills you needed in doing your homework assignments.

Project (35%)

There will be a project at the end of the term. It will require the use of Excel and VBA. You will find a list of potential topics on Blackboard under Course Information/Project Information.

Projects based on something you are doing at work are especially encouraged!

Attendance (5%)

At the beginning of the semester, you will be allocated a score of 40 points for attendance. We plan to take attendance at least once every class period. You will lose 1 point if you miss part of the class. You will lose 2 points if you are absent the entire period. If you are absent 1 or 2 times, this won't hurt your grade. If you are absent for a long period, you will need to bring in a doctor's note or let your instructor know ahead of time that you have a good reason to be absent.