

(SPR2021 Online Office Hours: T & Th 11:30AM-12:30PM & 8-9PM By Appointment Only)

## BA 61- [REDACTED] Advanced Spreadsheet Applications in Business

Prerequisites: BA 60 or equivalent (3 credits - 3 hr /wk)

### BULLETIN DESCRIPTION

Advanced spreadsheet applications in business. An intensive look at electronic spreadsheets in a lab-oriented course.

### OUTCOMES: Students will...

1. Use advanced functions (including IF and LOOKUP).
2. Apply database management tools to extract and analyze data within Excel tables.
3. Access and share data among multiple sheets, workbooks, other programs and the internet.
4. Program macros to automate commands.
5. Enhance the appearance of charts and worksheets

### INSTRUCTION METHODS

1. Classroom lecture and discussion
2. Microcomputer Lab Demonstration/Instruction.
3. Microcomputer use: tutorials and lab projects using application software in spreadsheets.
4. Extra Credit projects and additional readings from current periodicals.

### METHODS OF EVALUATION

1. Video & Online Skills Review Assignments*	40%
2. Midterm	15%
3. Term-Project	30%
4. Final	15%
	100%
5. Extra Credit-Class Module files	10%
Total	110%

\* A 10-point late penalty for the first 7 days late. -20 points per day late penalty will be deducted until 6/1/21. No work will be accepted after.

**No make-up exams**

**All students need to have a Windows PC & MS-Office 2019 or 365.**

**If you have a MAC, please contact KCC IT and request a Windows Loaner Laptop at 718-368-6679**

Please note that the textbook, Programing Macros and Visual Basics for Application will all be done on a Windows PC using Excel 2019 or 365.

### SUGGESTED TOPICS

1. Review of Windows, Internet, E-mail
2. Review of Excel basics
3. Using advanced functions
4. Using and sharing multiple sheets and workbooks
5. Programming macros to automate commands
6. Using database management tools to analyze data
7. Sharing data with other programs
8. Enhancing the appearance of charts and worksheets

### ADDITIONAL SUGGESTED TOPICS

1. What-If Analysis
2. Customizing Excel
3. Advanced worksheet management

### CONCURRENT LAB WORK

1. Hardware, Disk Management – Windows
2. Spreadsheets and Charts – Excel
3. Interactive Web based spreadsheets – Internet Explorer

### TEXT

Microsoft Office 365 Excel 2019 **COMPREHENSIVE** (Lynn Wermers, Course Technology, 2019) - Lab Manual- **Paper (Preferred) or electronic textbook REQUIRED.** ISBN:978-0-357-02570-03

Available at:

**KCC Bookstore**

**Cengage**

<https://www.cengage.com/c/illustrated-microsoft-office-365-excel-2019-comprehensive-1e-wermers/9780357025703PF/>

(IF YOU PURCHASED CENGAGE UNLIMITED for another class, you should already have access to the BA61 textbook at NO additional cost.)

**Amazon**

[https://www.amazon.com/llustrated-Microsoft-Office-Comprehensive-MindTap-dp-0357025709/dp/0357025709/ref=mt\\_other? encoding=UTF8&me=&qid=](https://www.amazon.com/llustrated-Microsoft-Office-Comprehensive-MindTap-dp-0357025709/dp/0357025709/ref=mt_other? encoding=UTF8&me=&qid=)

**Other book vendors**

A Free Copy of MS-Office is available to CUNY students in your KCC email login page  
You may also try using your KCC email address and password at this link

<https://login.microsoftonline.com>

### NOTES

Civility and respect for others in essential in an academic environment. Any acts of harassment and/or discrimination based on race, gender, age, sexual orientation, religion, or ability will not be tolerant. Mobile phones & beepers must be silent.

Please see KCC policy at [http://www.kingsborough.edu/sub-about/campus\\_security/Pages/campus\\_conduct.aspx](http://www.kingsborough.edu/sub-about/campus_security/Pages/campus_conduct.aspx)

Kingsborough Community College - Business Department – Spring 2021  
 BA61- T&Th 8-9AM Live Online  
**TENTATIVE COURSE SCHEDULE – Prof.**

Week	Topic	Text	Notes
1-2	Windows, Internet, E-mail Getting Start with Excel 2016 Formatting a Worksheet Analyzing Data Using Formulas	Modules 1, 2 & 3	
3-8	Advanced Formulas and Functions Working with Tables Managing Workbook Data Mid-Term	Modules 11, 5 & 6 Module 1-6,11	
9-10	Automating Worksheet Tasks Analyzing Data with Pivot Tables	Modules 9 & 8	
8-12	Term Project Progress Final Exam	Modules 1-9,11	

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<https://login.microsoftonline.com>

**OTHER RECOMMENDED TEXT & SUPPLIES**

Discovering Microsoft Office 2019 (Martin, Wiley) - Lab Manual  
 USB storage device for lab

**SPR 2021 BA61**

MON	TUE	WED	THU	MON	TUE	WED	THU
OL	LOL		LOL	OL	LOL		LOL
<b>MAR</b>				<b>MAY</b>			
8	9		11	3	4		6
15	16		18	10	11		13
22	23		25	17	18		20
Spring Recess 3/27-4/4				24	25		27
<b>APR</b>				<b>JUN</b>			
5	6		8		1		3
12	13		15	7			
19	20		22	Finals 6/9-6/15			
26	27		29	DL=Online, LOL=Live Online			

I am offering Live Online Classes 8-9AM TUE&THU that will be recorded. If you are unable to join the class, you are required to view the recording of the classes to complete assignments and exams. There are also non-live videos that you are required to watch.

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