BA 61 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

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

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.

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

METHODS OF EVALUATION
1. Video & Online Skills Review Assignments* 40%
2. Midterm 15%
3. Term-Project 30%
4. Final 15%
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.

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/Illustrated-Microsoft-Office-
Comprehensive-MindTap-dp-
0357025709/dp/0357025709/ref=mt_other?_encoding=UTF
P8&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 tolerated. Mobile phones & beepers must be silent.
Please see KCC policy at 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. [ ]

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Text</th>
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<tr>
<td>1-2</td>
<td>Windows, Internet, E-mail</td>
<td>Modules 1, 2 &amp; 3</td>
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<td>Getting Start with Excel 2016</td>
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<td>Formatting a Worksheet</td>
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<td>Analyzing Data Using Formulas</td>
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<td>Advanced Formulas and Functions</td>
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<td>Working with Tables</td>
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<td>Managing Workbook Data</td>
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<td>Mid-Term</td>
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<td>Automating Worksheet Tasks</td>
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<td>Analyzing Data with Pivot Tables</td>
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<td>Term Project Progress</td>
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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

OTHER RECOMMENDED TEXT & SUPPLIES
Discovering Microsoft Office 2019 (Martin, Wiley) - Lab Manual
USB storage device for lab

SPR 2021 BA61

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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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