

Eastern Oregon University
Course Syllabus

Number of Course: BA 231

Name of Course: Data Management and Analysis with Excel

Catalog Description: Students will become familiar with the basic tools for data management and analysis in Microsoft Excel and other parallel spreadsheet and data applications where applicable. Students will learn how to import, extract, and manipulate spreadsheet data and use tools to help manage multiple worksheets, visually compare workbooks, and work more efficiently. This course will cover Excel Level 1 (Beginner) and Level 2 (Intermediate) topics from the Microsoft Excel certification exams.

Credit Hours: 4

Required Texts or Suggested Materials: [EOU Bookstore Link](#)

Prerequisite: none

Learning Outcomes:

Upon the successful completion of this course the student will be able to:

1. Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
2. Create, open and view a workbook.
3. Enter and edit data.
4. Import and export data.
5. Modify a worksheet and workbook.
6. Work with cell references.
7. Learn to use functions and formulas.
8. Create and edit charts and graphics.
9. Filter and sort table data.
10. Work with pivot tables and charts.

Brief Outline of Course:

Excel Level 1 (Beginner)

- 1: Getting Started With Microsoft Office Excel
 - Topic A: Navigate the Excel User Interface
 - Topic B: Use Excel Commands
 - Topic C: Create and Save a Basic Workbook
 - Topic D: Enter Cell Data
 - Topic E: Use Excel Help
- 2: Performing Calculations
 - Topic A: Create Worksheet Formulas
 - Topic B: Insert Functions
 - Topic C: Reuse Formulas and Functions
- 3: Modifying a Worksheet
 - Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows
 - Topic B: Search for and Replace Data
 - Topic C: Use Proofing and Research Tools
- 4: Formatting a Worksheet
 - Topic A: Apply Text Formats
 - Topic B: Apply Number Formats
 - Topic C: Align Cell Contents
 - Topic D: Apply Styles and Themes
 - Topic E: Apply Basic Conditional Formatting
 - Topic F: Create and Use Templates

- 5: Printing Workbooks
 - Topic A: Preview and Print a Workbook
 - Topic B: Set Up the Page Layout
 - Topic C: Configure Headers and Footers
- 6: Managing Workbooks

Excel Level 2 (Intermediate)

- 1: Working With Functions
 - Topic A: Work with Ranges
 - Topic B: Use Specialized Functions
 - Topic C: Work with Logical Functions
 - Topic D: Work with Date and Time Functions
 - Topic E: Work with Text Functions
- 2: Working With Lists
 - Topic A: Sort Data
 - Topic B: Filter Data
 - Topic C: Query Data with Database Functions
 - Topic D: Outline and Subtotal Data
- 3: Analyzing Data
 - Topic A: Create and Modify Tables
 - Topic B: Apply Intermediate Conditional Formatting
 - Topic C: Apply Advanced Conditional Formatting
- 4: Visualizing Data With Charts
 - Topic A: Create Charts
 - Topic B: Modify and Format Charts
 - Topic C: Use Advanced Chart Features
- 5: Analyzing Data With PivotTables and PivotCharts
 - Topic A: Create a PivotTable
 - Topic B: Analyze PivotTable Data
 - Topic C: Present Data with PivotCharts
 - Topic D: Filter Data by Using Timelines and Slicers

Attendance Requirements: Please make a serious effort to read each week's assigned materials as soon as possible in order to have sufficient time to consider the material presented and answer the assigned questions.

Assignments are due weekly and late submissions will erode the student's ability to prepare for the following week. Therefore, at the instructor's discretion, points will be docked for late submissions. Please advise the instructor as soon as possible of extraordinary circumstances preventing a timely submission of assignments.

Means of Assessment:

Students will be required to review assigned reading material each week which may be supplemented with appropriate references to outside material as determined by the instructor. Students will demonstrate that the objectives have been mastered through the use of weekly chapter quizzes and weekly practical Excel assignments based upon project templates.

Chapter Quizzes (Learning Outcomes 1-10) – 33% of grade
Excel Assignments (Learning Outcomes 1-10) – 66% of grade

An overall grade for the course will be determined by totaling the points from the weekly chapter quizzes and project template assignments, and assigning grades according to the following scale:

Grading Policies:

Grading Scale

94-100% A

90-93% A-
87-89% B+
84-86% B
80-83% B-
77-79% C+
74-76% C
70-73% C-
67-69% D+
64-66% D
60-63% D-
0-59% F

The instructor reserves the right to adjust individual grades upward to reflect extraordinary effort and understanding.

The instructor may award a grade of “Incomplete” when a student fails to complete all course requirements provided that approximately 60% of the course material has been completed. **NOTE: Students, who fail to successfully complete the required coursework within the timeframe allowed, will automatically have the “Incomplete” changed to a final grade of “F.”**

University Writing Requirement Outcomes:

For on-campus courses

The Writing Center provides a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are free of charge for EOU’s undergraduate and graduate students who are writing for any course at any level, or who are writing resumes, job letters, graduate applications, and more. Go to eou.mywconline.com to schedule an appointment in the Writing Center (Loso Hall 234).

For online or on-site courses

The Writing Center provides a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are free of charge for EOU students writing for any undergraduate course. Go to [EOU’s eTutoring page](#) to submit a paper to a writing tutor.

Academic Misconduct Policy:

Eastern Oregon University places a high value upon the integrity of its student scholars. Any student found responsible for an act of academic misconduct (including but not limited to cheating, unauthorized collaboration, fabrication, facilitation, plagiarism or tampering) may be subject to having his or her grade reduced in the course in question, being placed on probation or suspended from the University, or a combination of these. (Please see the Student Handbook online at <http://www.eou.edu/sse/student-handbook/>).

Accommodations/Students with Disabilities policy:

Any student who feels he or she may need an accommodation for any type of disability, please make an appointment to see me during my office hours or contact the Disability Services Office in Loso Hall, Room 234. Phone: [541-962-3081](tel:541-962-3081).

Date: October 13, 2020

Syllabus Prepared by: Kevin S. Walker JD MBA