

GE2335: BUSINESS PROGRAMMING WITH SPREADSHEET

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

Business Programming with Spreadsheet

Subject Code

GE - Gateway Education

Course Number

2335

Academic Unit

Information Systems (IS)

College/School

College of Business (CB)

Course Duration

One Semester

Credit Units

3

Level

A1, A2 - Associate Degree

B1, B2, B3, B4 - Bachelor's Degree

GE Area (Primary)

Area 3 - Science and Technology

Medium of Instruction

English

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

CB2022 Business Programming with Spreadsheet

Part II Course Details

Abstract

Business programming with Spreadsheet is among the necessary skills for professionals in all business sectors, e.g. in accounting and financial services. Mastering knowledge and skills of data management using spreadsheet gives students competitive advantages in job application and career advancement. Upon completion of this course, students should be able to use spreadsheet to solve business problems and design their own spreadsheet applications to support business operations and decision making (e.g. critical skills for business analysts in banks). This course aims to: Introduce the concepts, methods and techniques of simple data management using spreadsheet (basic functions such as formula, chart, conditional formatting, pivot table, etc) for accounting and financial services, and other business sectors. Equip students with the advanced spreadsheet techniques, such as web query, macro and programming abilities to support smart business decision making.

Course Intended Learning Outcomes (CILOs)

	CILOs	Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Describe the concepts of data management using spreadsheet in business.	10	x	x	
2	Describe and explain how spreadsheet techniques contribute to efficient data management.	45	x	x	
3	Develop innovative solutions for business using simple and advanced spreadsheet techniques.	45	x		x

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Teaching and Learning Activities (TLAs)

TLAs	Brief Description	CILO No.	Hours/week (if applicable)
1	TLA1. Lecture Concepts and applications of spreadsheet techniques (e.g. formula, pivot table, what-if analysis, scenario manager, goal seeking, web query, macro, programming) to support smart business decision making are explained by instructor using real life examples, together with in-class discussions and activities by students.	1, 2, 3	
2	TLA2. Laboratory Demonstrations by instructor and hands-on exercises by students on solving problems in business using Microsoft Excel and VBA skills and functions.	1, 2, 3	
3	TLA3. Group Project Students investigate a real life business application of spreadsheet techniques in an industry of their choice / assigned by instructor.	1, 2, 3	

Assessment Tasks / Activities (ATs)

ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1 AT1. Participation: Students are encouraged to participate in discussion and reflect on the materials covered in the lecture and attempt the laboratory exercises.	1, 2, 3	10	

2	AT2. Group Project:A group project, which is about Business programming with Spreadsheet (e.g. macro/VBA, data management, etc.), will be assigned to students to investigate a real-life application of Business programming with Spreadsheet in a selected industry and apply the concepts learned in the course.	1, 2, 3	30	
3	AT3. Online Exercises or Assignments:Online exercises (e.g. MC, T/F) or assignments will be given to students to reinforce their concepts learned in lecture and tutorials.	1, 2	20	

Continuous Assessment (%)

60

Examination (%)

40

Examination Duration (Hours)

2

Assessment Rubrics (AR)**Assessment Task**

AT1. Participation

Criterion

Ability to accurately describe concepts of data management using spreadsheet in business

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Assessment Task

AT1. Participation

Criterion

Ability to describe and explain how spreadsheet techniques contributes to efficient data management

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT1. Participation

Criterion

Capacity to develop innovative solution for business using simple and advanced spreadsheet techniques

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT2. Group Project

Criterion

Ability to accurately describe concepts of data management using spreadsheet in business

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT2. Group Project

Criterion

Ability to describe and explain how spreadsheet techniques contributes to efficient data management

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT2. Group Project

Criterion

Capacity to develop innovative solution for business using simple and advanced spreadsheet techniques

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT3. Online Exercises or Assignments

Criterion

Ability to accurately describe concepts of data management using spreadsheet in business

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT3. Online Exercises or Assignments

Criterion

Ability to describe and explain how spreadsheet techniques contributes to efficient data management

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT4. Final Examination

Criterion

Ability to accurately describe concepts of data management using spreadsheet in business

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT4. Final Examination

Criterion

Ability to describe and explain how spreadsheet techniques contributes to efficient data management

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Assessment Task

AT4. Final Examination

Criterion

Capacity to develop innovative solution for business using simple and advanced spreadsheet techniques

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Net even reaching marginal levels

Part III Other Information**Keyword Syllabus**

Roles of data management in the business decision making (e.g. data management using Access and Excel, text processing, date/time calculation); business application of analytic techniques in spreadsheet (e.g. formula, pivot table, web query); spreadsheet programming (e.g. variables, Boolean, array, looping, data structure, decision making, function, database); spreadsheet automation through macro and VBA.

Reading List**Compulsory Readings**

Title	
1	Steven C. Chapra, Tufts, Introduction to VBA for Excel, 2/E, Prentice Hall, 2010. ISBN-13: 9780132396677.

Additional Readings

Title	
1	Kari Wood, Randy Nordell, Microsoft Office Excel 2013 Complete: In Practice, McGrawHill, 2014. ISBN: 9780077486914 / 0077486919.

Annex (for GE courses only)

A. Please specify the Gateway Education Programme Intended Learning Outcomes (PILOs) that the course is aligned to and relate them to the CILOs stated in Part II, Section 2 of this form:

Please indicate which CILO(s) is/are related to this PILO, if any (can be more than one CILOs in each PILO)

PILO 1: Demonstrate the capacity for self-directed learning

3

PILO 2: Explain the basic methodologies and techniques of inquiry of the arts and humanities, social sciences, business, and science and technology

1, 2

PILO 3: Demonstrate critical thinking skills

2, 3

PILO 4: Interpret information and numerical data

1, 2

PILO 5: Produce structured, well-organised and fluent text

2, 3

PILO 6: Demonstrate effective oral communication skills

3

PILO 7: Demonstrate an ability to work effectively in a team

3

PILO 10: Demonstrate the attitude and/or ability to accomplish discovery and/or innovation

3

B. Please select an assessment task for collecting evidence of student achievement for quality assurance purposes. Please retain at least one sample of student achievement across a period of three years.

Selected Assessment Task

AT 4. Final Examination