Course Information
Title: Development Using VBA
Course #: BANA5144-001, BANA6044-001
Credit Hours: 2
Term: Summer 2018 (First Half)

Instructor Information
Names: Matt Risley
Email: rileymy@ucmail.uc.edu
Office Hours: By Appointment
Communication Policy: Students are encouraged to contact me at any time via email. I recommend contacting me with any questions, concerns, etc. Questions are good. A response will be given within 48 hours except on weekends (and often sooner). Keep in mind that I also have a day job (for example, emailing me at 10:00 PM the day before an assignment is due).

Link to Pace

This course aligns with PACE, the Lindner College of Business platform for developing the total business professional.

P – Professionalism
- Enhance oral & written communication, express ideas clearly, logically and persuasively.
- Develop and practice teamwork skills through group projects and exercises.
- Practice professional habits of punctuality, preparation, respect and participation.

A – Academics
- Develop foundational knowledge of core business functions and their interactions within firms.
- Begin applying functional and cross-functional knowledge to critically analyze business problems; for example applying techniques for business plan development.

C – Character
- Learn and apply leadership techniques for project management (plan, brief, execute, debrief).
- Build an understanding and initial skills of managing diversity, including understanding cultural differences, and challenges and opportunities of global business.
- Understand importance of ethics and social responsibility in business and personal settings.

E – Engagement
• Build understanding of importance and practices of networking through interactions with business professionals and guest speakers.
• Develop awareness and appreciation of involvement in social organizations, community service, and professional group opportunities.

Course Materials

Required
• None—course notes will be provided.

Additional References:
Text

Webpage Tutorials
• Excel Easy VBA Tutorial: http://www.excel-easy.com/vba.html

Online Book Files

Microsoft Development Network

Course Description
This course is intended to provide you with knowledge of Excel and VBA as well as with programming skills in the Excel VBA language. This course provides students with knowledge and skills that are meant to be practical and easily implemented in a work environment. The goal is for you to learn to automate tasks in Excel that are otherwise repetitive or prone to error. The course does not assume previous knowledge of Excel VBA or familiarity with any other programming language. Students will be required to formulate solutions to common spreadsheet problems via programming.

Instructional Methods
The following course utilizes the Blackboard (Bb) Learning Management System to provide student-centered online learning that will enhance the teaching and learning process. Through a variety of instructional methods (e.g lectures, readings, assessments, in- and out-of-class assignments, etc.) the learner will become immersed and engaged in the learning process. If you are not familiar with these tools, please visit https://kb.uc.edu/kbarticles/blackboard-landing.aspx.

Course Communication
University policy requires that the email set up in Blackboard is the primary means of communication. It is advisable that you use your UC email for this purpose and that you check it often. If you choose to change your email in Blackboard to a non-UC email it is your responsibility to ensure you check it frequently. Please see the attached Student Email Policy for
more information:
http://www.uc.edu/content/dam/uc/infosec/docs/general/Policy_StudentEmail.pdf.

Course Policies

Course Structure
Changes to the syllabus, due dates, course requirements or grading requirements will be made as far in advance as possible. Due dates will be clearly marked in Blackboard and communicated in class. All assignments will be submitted via Blackboard.

Academic Integrity
As with all Lindner College of Business efforts, in this course you will be held to the highest ethical standards, critical to building character. Ensuring your integrity is vital and ultimately is your responsibility. To help ensure the alignments of incentives, the Lindner College of Business has implemented a “Two Strikes Policy” regarding Academic Integrity that supplements the UC Student Code of Conduct (see: http://www.uc.edu/conduct/Code_of_Conduct.html)

- All academic programs at the Lindner College of Business use this “Two Strikes Policy”; Any student who has been found responsible for two cases of academic misconduct may be dismissed from the College.
- All cases of academic misconduct (e.g., copying other students assignments, failure to adequately cite or reference, cheating, plagiarism, falsification, etc.) will be formally reported by faculty; and
- Students will be afforded due process for allegations as outlined in the policy.

Any instance or suspicion of academic misconduct will be reported to the Dean of the Lindner College of Business.

Disability
Students with disabilities who need academic accommodations or other specialized services while attending the University of Cincinnati will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. Students requiring special accommodation must register with the Disability Services Office. http://www.uc.edu/aess/disability.html

Counseling Services, Clifton Campus
Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive five free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648. For urgent physician consultation after-hours students may call 513-584-7777.

Title IX
Title IX is a federal civil rights law that prohibits discrimination on the basis of your actual or perceived sex, gender, gender identity, gender expression, or sexual orientation. Title IX also
covers sexual violence, dating or domestic violence, and stalking. If you disclose a Title IX issue to me, I am required to forward that information to the Title IX Office. They will follow up with you about how the University can take steps to address the impact on you and the community and make you aware of your rights and resources. Their priority is to make sure you are safe and successful here. You are not required to talk with the Title IX Office. If you would like to make a report of sex or gender-based discrimination, harassment or violence, or if you would like to know more about your rights and resources on campus, you can consult the website www.uc.edu/titleix or contact the office at 556-3349.

Missed and/or Late Assignments and Assessments
Missing and/or late assignments and assessments are only permitted with 24 hour prior notice to the due date. If missing and/or late assignments become a chronic issue within the class, the instructors reserve the right to alter the policy on missing and/or late assignments and assessments.

Grading Policy
Your course grade will be determined by the following weighting system. The instructors reserve the right to alter the grading policy with advance notice to students.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Participation/Attendance</td>
<td>15%</td>
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<tr>
<td>Homework</td>
<td>25%</td>
</tr>
<tr>
<td>Assessments</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Final</td>
<td>25%</td>
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</tbody>
</table>

Your course grade, determined by the weighting schema above, will be scaled as follows:

- A  93-100
- A-  90-92
- B+  87-89
- B   84-86
- B-  80-83
- C   70-79
- D   60-69
- F   > 60

Description of Assignments

- Participation/Attendance
  - Students are expected to attend class regularly and participate in the lecture. The best way to learn the nuances of programming is through asking questions.
  - There will be a number of in-class assignments throughout the course. We will complete them together as a class. In-class assignments assigned during one week are typically due at midnight (12:00 AM) prior to the following week’s class. These contribute to the participation portion of your grade.

- Homework
  - There will be a number of homework assignments that students will be expected to complete outside of class time, although there will be opportunities to work on them at the end of class. Students are expected to complete these
assignments independently. You may ask for help from other students or the instructors, but the final product must ultimately reflect your own work. Homework assignments assigned are typically due at midnight (12:00 AM) prior to next week’s class.

- **Assessments**
  - At the beginning of each class, there will typically be a short assessment covering material in the prior course. These are meant to serve as a checkpoint for progress in the course, the student’s understanding of the material presented thus far, and possible areas where more instruction is required.

- **Midterm**
  - The midterm will be given during the fourth week of class and will be a written assessment. The midterm will be cumulative to that point in the class, covering all material presented in the prior three weeks.

- **Final**
  - The final will be given during Week 6 and will be take-home, due by Week 7 at midnight (12:00 AM) by our scheduled class date. Students will be asked to solve problems in Excel via programming in Excel VBA. The scope of the final is cumulative, and successful completion will require understanding of all material presented in the course. Students are welcome to use any resources available to them except other students. The final is an individual assessment.

**Course Schedule**

The instructors reserve the right to alter the course schedule, as necessary.

<table>
<thead>
<tr>
<th>Class</th>
<th>Topics</th>
<th>In-Class Tests</th>
<th>Deliverables Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>-Introduction to the Developer Toolbar</td>
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<tr>
<td></td>
<td>-Excel Object Model</td>
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<td></td>
<td>-Visual Basic Editor</td>
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<tr>
<td>Week 2</td>
<td>-Variables and Functions</td>
<td>Assessment #1</td>
<td>Homework #1</td>
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<tr>
<td></td>
<td>-Message and Input Box</td>
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<tr>
<td>Week 3</td>
<td>-Ranges</td>
<td>Assessment #2</td>
<td>Homework #2</td>
</tr>
<tr>
<td>Week 4</td>
<td>-If/Else</td>
<td>Midterm</td>
<td></td>
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<tr>
<td>Week 5</td>
<td>-Loops</td>
<td>Assessment #3</td>
<td>Homework #3</td>
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<tr>
<td>Week 6</td>
<td>-Workbooks, Worksheets, and Charts</td>
<td>Assessment #4</td>
<td>Homework #4</td>
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<tr>
<td>Week 7</td>
<td></td>
<td>Final</td>
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