



QUINLAN
SCHOOL of BUSINESS

Schreiber Center • 16 E. Pearson St.
Water Tower Campus • Chicago, IL 60611
LUC.edu/Quinlan

INFS 397 - 101 VBA Programming with MS Office
Spring Semester 2018
Tuesday 2:30PM - 3:45PM Corboy Law Center - Room 322
Thursday 2:30PM - 3:45PM Corboy Law Center - Room 201

Instructor: Dr. Frederick Kaefer

Email: fkaefer@luc.edu

Office: Schreiber Center Room 403

Office Phone: 312-915-7063

Office Hours: Tuesday and Thursday 12:00-2:00pm, or by appointment

Course Description:

This course focuses on how to effectively use Microsoft Office's built-in programming language, Visual Basic for Applications (VBA), to build models, primarily in Excel. We will cover issues that facilitate the construction of robust and readily understandable models in the VBA language. Starting with basic modeling functions, the course will progress through complex modeling skills.

This course assumes that you are familiar with Basic Excel operations. By the end of this course, the student should be able to: build models using Excel built-in functions, build, customize and store Excel macros, design and build accurate, robust models with VBA, build custom VBA procedures, and create user-defined functions in VBA.

Prerequisites: Junior Standing, minimum grade of "C-" in INFS/ISOM 247

Course Objectives and Learning Outcomes

- To learn how to develop computer programs in the Visual Basic for Applications programming language.
- To learn how to build models to support business decision making, primarily in Microsoft Excel.

Required Materials

- Albright, S.C., VBA for Modelers, 5th Edition, Cengage Learning, 2016 ISBN 978-1-285-86961-2. **May use earlier edition.**

Course Requirements and Grading Criteria

	<u>Percentages</u>	<u>Points</u>
Exams	50.0%	100
Group Project and presentation*	25.0%	50 * <i>adjusted for peer input</i>
Homework/lab assignments**	<u>25.0%</u>	<u>50</u>
	100%	200

Your final course grade will be determined by adding together the points you earn from each of the course requirements.

1. Two exams will be given during the semester. These exams will be in-class and closed book exams. You are required to take the exams during the time specified for this section. Mark your calendar today to make sure that you do not have any conflicts with the exams! **There are no makeup exams.** Exception will be made under unusual circumstances only if the student has obtained prior permission from the instructor.
2. Project specifications and guidelines will be discussed during our first class meeting. The graded components of the project will be the completed project (70%), a group presentation to the class (20%) and a peer evaluation (10%).
3. Homework and lab assignments will be submitted electronically using the SAKAI system and will be due by 12:00 midnight on their due date. Late homework assignments will receive a 20% penalty for each day they are turned in late.
** The overall homework/lab points will be translated to a 50 point scale after all the homework and labs have been graded.

- Course grading scale
 - A 100.00-92.50%
 - A- 92.49-90.00
 - B+ 89.99-87.50
 - B 87.49-82.50
 - B- 82.49-80.00
 - C+ 79.99-77.50
 - C 77.49-72.50
 - C- 72.49-70.00
 - D+ 69.99-67.50
 - D 67.49-60.00
 - F 59.99 and below

Attendance

Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students. Faculty may set participation policies unique to their courses and use class participation as a component of the final grade. The student is responsible for any assignments or requirements missed during an absence.

Make-Up Examinations/Assignments

Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **Make-up examinations are discouraged.** Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician's note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

If a make-up examination must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. Limited assistance in proctoring make-up exams may be available through a designated Quinlan administrative assistant. For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.

Academic Integrity

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood...Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:

<http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>

Week by Week Course Outline

<u>Week Starting</u>	<u>Topic</u>	<u>Reading</u>
1/15	Introduction to VBA Development in Excel	Ch. 1-3
1/22	Analyzing VBA Code	Ch. 4
1/29	Writing VBA code	Ch. 5
2/5	Working with Ranges	Ch. 6
2/12	Control Logic and Loops	Ch. 7
2/19	Working with Workbooks, Worksheets and Charts	Ch. 8
2/26	Tuesday 2/27 Exam 1 Arrays	Ch. 9
	Spring Break	
3/12	Variables and Subroutines	Ch. 10
3/19	User Forms	Ch. 11
3/26	Importing Data into Excel from a Database	Ch. 14
4/2	Importing Data into Excel from a Database	Ch. 14
4/9	Automating Solver	Ch. 17
4/16	Review, Group Project meetings	
4/23	Group Project Presentations	

Final Exam Saturday, 5/5 4:15pm - 6:15pm in our regular classroom

Additional Information

- To minimize distractions, all cell phones must be put away during class. No texting during class.

Please note: This class may occasionally deviate from the course outlined above. The instructor reserves the right to make changes as needed to the course syllabus.