8-Week Syllabus (Integrated)

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| --- | --- | --- |
| Week | Chapter(s) | Assignment(s) |
| 1 | Ch. 1—Setting the Stage: Technology & The Modern EnterpriseCh. 2—Strategy and Technology: Concepts and Frameworks for Achieving SuccessA.1—Introduction and Using Formulas* Video Lesson: My First Workbook
 | VL * A.1: My First Workbook

AE* A.1: Netflix Growth
 |
| 2 | Ch. 3—FreshDirect: A Tech-Heavy Online Grocer Succeeds Where Others FailCh. 4—Zara: Fast Fashion from Savvy SystemsCh. 5—Netflix in Two Acts: Sustaining Leadership in an Epic Shift from Atoms to BitsA.2—Basic Formatting and Understanding References* Video Lesson: An Intro to Cell Formatting
* Video Lesson: Understanding References
 | VL* A.2: My First Workbook
* A.2: Netflix Starter Worksheet

AE: * A.2: Drexler

TYU Assignment: Sections A.1–A.2 |
| 3 | Ch. 6—Moore's Law and More: Fast, Cheap Computing, and What This Means for the ManagerCh. 7—Disruptive Technologies: Understanding Giant Killers and Tactics to Avoid ExtinctionA.3—Manipulating Sheets\*Video Lesson: Hiding & Unhiding Columns and RowsVideo Lesson: Inserting & Deleting Columns and RowsVideo Lessons: Inserting & Deleting WorksheetsVideo Lesson: Wrapping TextA.4—Freezing Panes, Sorting, and Using FiltersVideo Lesson: Freeze Panes, Sort, and FilterA.5—Tables and AutofillVideo Lesson: An Introduction to TablesVideo Lesson: Using Autofill to Create Patterns and Series | VL* A.4: Sort + Filter + Tables
* A.5: Sort + Filter + Tables & Fill Handle Fun

AE* A.3: Stock Trade Volume
* A.4: Starbucks Historical Data
* A.5: Stock Exercise
 |
| 4 | Ch. 8—Amazon: An Empire Stretching from Cardboard Box to Kindle to CloudCh. 9—Platforms, Network Effects, and Competing in a Winner-Take-All WorldCh. 10—Social Media, Peer Production, and Leveraging the CrowdA.6—Paste Special and Copy as Picture * Video Lesson: Paste Special

A.7—Column, Bar, Pie, Line, and Scatter Charts* Video Lesson: Working with Charts
* Video Lesson: Line Charts
 | VL* A.6: Using Paste Special
* A.7: Charts Starter & Line Chart Starter

AE* A.6: Amazon
* A.7: Streaming Subscribers

TYU Assignment: Sections A.3–A.7 |
| 5 | Ch. 11—The Sharing Economy, Collaborative Consumption, and Efficient Markets through TechCh. 12—Facebook: Platforms, Privacy, and Big Business from the Social GraphCh. 13—Rent the Runway: Entrepreneurs Expanding an Industry by Blending Tech with Fashion | Excel Comprehension Quiz: Sections A.1–A.7 |
| 6 | Ch. 14—Understanding Software: A Primer for ManagersCh. 15—Software in Flux: Open Source, Cloud, Virtualized, and App-Driven ShiftsCh. 16—Data and Competitive Advantage: Databases, Analytics, AI, and Machine LearningA.8—Functions Related to IF\** Video Lesson: Functions Related to IF—COUNTIF, SUMIF, COUNTIFS, SUMIFS

A.9—The VLOOKUP and HLOOKUP Functions* Video Lesson: VLOOKUP
* Video Lesson: HLOOKUP
 | VL* A.9: VLOOKUP\_HLOOKUP Starter

AE* A.8: Fortune 1000
* A.9: Investment Portfolio
 |
| 7 | Ch. 17—Advertising Technologies: Balancing Personalization with Privacy as Technology and Regulation EvolveCh. 18—A Manager’s Guide to the Internet and TelecommunicationsCh. 19—Information Security: Barbarians at the Gateway (and Just About Everywhere Else)A.10—Conditional Formatting* Video Lesson: Conditional Formatting

A.11—Pivot Tables and Slicers* Video Lesson: Pivot Tables and Slicers
 | VL* A.10: Rev 500 Starter
* A.11: Rev 500 Starter

AE* A.10: Fortune 1000
* A.11: Acquisitions

TYU Assignment: Sections A.8–A.11 |
| 8 | Ch. 20—Google in Three Parts: Search, Online Advertising, and an Alphabet of Opportunity | Excel Comprehension Quiz: Sections A.8–A.11Excel Project |

*Note: \*Indicates that section does not have a video lesson solution file. VL = Video Lesson from the Appendix section; AE = Additional Exercise from Instructor Manual; TYU = Test Your Understanding questions from the end of each section.*

* For the VL assignments, students should follow along with the lesson and submit the final version of the Excel file.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which asks specific questions related to the final version of each Excel file.
* For the AE assignments, students should be provided with the instructions from the instructor manual and any starter files.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which ask specific questions related to the final solution for each exercise.
* TYU Assignments refer to the questions asked at the end of each section of the Excel Appendix. These can be assigned to be completed individually or in small groups in class.
* Excel Comprehension Quizzes can be created using the FlatWorld Homework Platform or the Test Item File questions. The questions in the Homework platform include general Excel content from each section along with specific questions related to the video lessons. The Test Item File questions include general Excel content from each section and specific questions related to Excel examples provided in the Test Item Files.
* For the Excel Project, students should find their own data online and analyze it using the various Excel concepts covered in the course. Based on class size, instructors may want to provide a dataset and detailed guidelines to aid in grading.

8-Week Syllabus (Independent)

|  |  |  |
| --- | --- | --- |
| Week | Chapter(s) | Assignment(s) |
| 1 | Ch. 1—Setting the Stage: Technology & The Modern EnterpriseCh. 2—Strategy and Technology: Concepts and Frameworks for Achieving SuccessCh. 3—FreshDirect: A Tech-Heavy Online Grocer Succeeds Where Others Fail |  |
| 2 | Ch. 4—Zara: Fast Fashion from Savvy SystemsCh. 5—Netflix in Two Acts: Sustaining Leadership in an Epic Shift from Atoms to BitsCh. 6—Moore's Law and More: Fast, Cheap Computing, and What This Means for the Manager |  |
| 3 | Ch. 7—Disruptive Technologies: Understanding Giant Killers and Tactics to Avoid ExtinctionCh. 8—Amazon: An Empire Stretching from Cardboard Box to Kindle to CloudCh. 9—Platforms, Network Effects, and Competing in a Winner-Take-All World |  |
| 4 | Ch. 10—Social Media, Peer Production, and Leveraging the CrowdCh. 11—The Sharing Economy, Collaborative Consumption, and Efficient Markets through TechCh. 12—Facebook: Platforms, Privacy, and Big Business from the Social Graph |  |
| 5 | Ch. 13—Rent the Runway: Entrepreneurs Expanding an Industry by Blending Tech with FashionCh. 14—Understanding Software: A Primer for ManagersCh. 15—Software in Flux: Open Source, Cloud, Virtualized, and App-Driven ShiftsCh. 16—Data and Competitive Advantage: Databases, Analytics, AI, and Machine Learning |  |
| 6 | Ch. 17—Advertising Technologies: Balancing Personalization with Privacy as Technology and Regulation EvolveCh. 18—A Manager’s Guide to the Internet and TelecommunicationsCh. 19—Information Security: Barbarians at the Gateway (and Just About Everywhere Else)Ch. 20—Google in Three Parts: Search, Online Advertising, and an Alphabet of Opportunity |  |
| 7 | A.1—Introduction and Using Formulas* Video Lesson: My First Workbook

A.2—Basic Formatting and Understanding References* Video Lesson: An Intro to Cell Formatting
* Video Lesson: Understanding References

A.3—Manipulating Sheets\*Video Lesson: Hiding & Unhiding Columns and RowsVideo Lesson: Inserting & Deleting Columns and RowsVideo Lessons: Inserting & Deleting WorksheetsVideo Lesson: Wrapping TextA.4—Freezing Panes, Sorting, and Using FiltersVideo Lesson: Freeze Panes, Sort, and FilterA.5—Tables and AutofillVideo Lesson: An Introduction to Tables* Video Lesson: Using Autofill to Create Patterns and Series
 | VL* A.1: My First Workbook
* A.2: My First Workbook & Netflix–Understanding References
* A.4: Sort + Filter + Tables
* A.5: Fill Handle Fun & Sort + Filter + Tables

AE* A.1: Netflix Growth
* A.2: Drexler
* A.3: Stock Trade Volume
* A.4: Starbucks Historical Data
* A.5: Stock Exercise

TYU Assignment: Sections A.1–A.5Excel Comprehension Quiz: Sections A.1–A.5 |
| 8 | A.6—Paste Special and Copy as Picture * Video Lesson: Paste Special

A.7—Column, Bar, Pie, Line, and Scatter Charts* Video Lesson: Working with Charts
* Video Lesson: Line Charts

A.8—Functions Related to IF\** Video Lesson: Functions Related to IF—COUNTIF, SUMIF, COUNTIFS, SUMIFS

A.9—The VLOOKUP and HLOOKUP Functions* Video Lesson: VLOOKUP
* Video Lesson: HLOOKUP

A.10—Conditional Formatting* Video Lesson: Conditional Formatting

A.11—Pivot Tables and Slicers* Video Lesson: Pivot Tables and Slicers
 | VL* A.6: Using Paste Special
* A.7: Charts Video Lesson & Line Chart Starter
* A.9: VLOOKUP\_HLOOKUP Starter
* A.10: Conditional Formatting Lesson
* A.11: Pivot Table Exercises

AE* A.6: Amazon
* A.7: Streaming Subscribers
* A.8: Fortune 1000
* A.9: Investment Portfolio
* A.10: Fortune 1000
* A.11: Acquisitions

TYU Assignment: Sections A.6–A.11Excel Comprehension Quiz: Sections A.6–A.11 |

*Note: \*Indicates that section does not have a video lesson solution file. VL = Video Lesson from the Appendix section; AE = Additional Exercise from Instructor Manual; TYU = Test Your Understanding questions from the end of each section.*

* For the VL assignments, students should follow along with the lesson and submit the final version of the Excel file.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning questions from the FlatWorld Homework platform, which asks specific questions related to the final version of each video lesson Excel file.
* For the AE assignments, students should be provided with the instructions from the instructor manual and any starter files.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which ask specific questions related to the final solution for each exercise.
* Excel Comprehension Quizzes can be created using the FlatWorld Homework Platform or the Test Item File questions. The questions in the Homework platform include general Excel content from each section along with specific questions related to the video lessons. The Test Item File questions include general Excel content from each section and specific questions related to Excel examples provided in the Test Item Files.

10-Week Syllabus (Integrated)

|  |  |  |
| --- | --- | --- |
| Week | Chapter(s) | Assignment(s) |
| 1 | Ch. 1—Setting the Stage: Technology & The Modern EnterpriseCh. 2—Strategy and Technology: Concepts and Frameworks for Achieving SuccessA.1—Introduction and Using Formulas* Video Lesson: My First Workbook
 | VL * A.1: My First Workbook

AE* A.1: Netflix Growth
 |
| 2 | Ch. 3—FreshDirect: A Tech-Heavy Online Grocer Succeeds Where Others FailCh. 4—Zara: Fast Fashion from Savvy SystemsA.2—Basic Formatting and Understanding References* Video Lesson: An Intro to Cell Formatting
* Video Lesson: Understanding References
 | VL* A.2: My First Workbook
* A.2: Netflix Starter Worksheet

AE: * A.2: Drexler

TYU Assignment: Sections A.1–A.2 |
| 3 | Ch. 5—Netflix in Two Acts: Sustaining Leadership in an Epic Shift from Atoms to BitsCh. 6—Moore's Law and More: Fast, Cheap Computing, and What This Means for the ManagerA.3—Manipulating Sheets\*Video Lesson: Hiding & Unhiding Columns and RowsVideo Lesson: Inserting & Deleting Columns and RowsVideo Lessons: Inserting & Deleting WorksheetsVideo Lesson: Wrapping TextA.4—Freezing Panes, Sorting, and Using FiltersVideo Lesson: Freeze Panes, Sort, and Filter | VL* A.4: Sort + Filter + Tables

AE* A.3: Stock Trade Volume
* A.4: Starbucks Historical Data
 |
| 4 | Ch. 7—Disruptive Technologies: Understanding Giant Killers and Tactics to Avoid ExtinctionCh. 8—Amazon: An Empire Stretching from Cardboard Box to Kindle to CloudA.5—Tables and AutofillVideo Lesson: An Introduction to Tables* Video Lesson: Using Autofill to Create Patterns and Series

A.6—Paste Special and Copy as Picture * Video Lesson: Paste Special
 | VL* A.5: Sort + Filter + Tables & Fill Handle Fun
* A.6: Using Paste Special

AE* A.5: Stock Exercise
* A.6: Amazon

TYU Assignment: Sections A.3–A.6 |
| 5 | Ch. 9—Platforms, Network Effects, and Competing in a Winner-Take-All WorldCh. 10—Social Media, Peer Production, and Leveraging the CrowdCh. 11—The Sharing Economy, Collaborative Consumption, and Efficient Markets through TechA.7—Column, Bar, Pie, Line, and Scatter Charts* Video Lesson: Working with Charts
* Video Lesson: Line Charts
 | VL* A.7: Charts Starter & Line Chart Starter

AE* A.7: Streaming Subscribers

TYU Assignment: Sections A.7Excel Comprehension Quiz: Sections A.1–A.7 |
| 6 | Ch. 12—Facebook: Platforms, Privacy, and Big Business from the Social GraphCh. 13—Rent the Runway: Entrepreneurs Expanding an Industry by Blending Tech with FashionA.8—Functions Related to IF\** Video Lesson: Functions Related to IF—COUNTIF, SUMIF, COUNTIFS, SUMIFS

A.9—The VLOOKUP and HLOOKUP Functions* Video Lesson: VLOOKUP
* Video Lesson: HLOOKUP
 | VL* A.9: VLOOKUP\_HLOOKUP Starter

AE* A.8: Fortune 1000
* A.9: Investment Portfolio
 |
| 7 | Ch. 14—Understanding Software: A Primer for ManagersCh. 15—Software in Flux: Open Source, Cloud, Virtualized, and App-Driven ShiftsA.10—Conditional Formatting* Video Lesson: Conditional Formatting
 | VL* A.10: Rev 500 Starter

AE* A.10: Fortune 1000
 |
| 8 | Ch. 16—Data and Competitive Advantage: Databases, Analytics, AI, and Machine LearningCh. 17—Advertising Technologies: Balancing Personalization with Privacy as Technology and Regulation EvolveA.11—Pivot Tables and Slicers* Video Lesson: Pivot Tables and Slicers
 | VL* A.11: Rev 500 Starter

AE* A.11: Acquisitions

TYU Assignment: Sections A.8–A.11 |
| 9 | Ch. 18—A Manager’s Guide to the Internet and TelecommunicationsCh. 19—Information Security: Barbarians at the Gateway (and Just About Everywhere Else) | Excel Comprehension Quiz: Sections A.8–A.11 |
| 10 | Ch. 20—Google in Three Parts: Search, Online Advertising, and an Alphabet of Opportunity  | Excel Project |

*Note: \*Indicates that section does not have a video lesson solution file. VL = Video Lesson from the Appendix section; AE = Additional Exercise from Instructor Manual; TYU = Test Your Understanding questions from the end of each section.*

* For the VL assignments, students should follow along with the lesson and submit the final version of the Excel file.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which asks specific questions related to the final version of each Excel file.
* For the AE assignments, students should be provided with the instructions from the instructor manual and any starter files.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which ask specific questions related to the final solution for each exercise.
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* For the Excel Project, students should find their own data online and analyze it using the various Excel concepts covered in the course. Based on class size, instructors may want to provide a dataset and detailed guidelines to aid in grading.

10-Week Syllabus (Independent)

|  |  |  |
| --- | --- | --- |
| Week | Chapter(s) | Assignment(s) |
| 1 | Ch. 1—Setting the Stage: Technology & The Modern EnterpriseCh. 2—Strategy and Technology: Concepts and Frameworks for Achieving SuccessCh. 3—FreshDirect: A Tech-Heavy Online Grocer Succeeds Where Others Fail |  |
| 2 | Ch. 4—Zara: Fast Fashion from Savvy SystemsCh. 5—Netflix in Two Acts: Sustaining Leadership in an Epic Shift from Atoms to BitsCh. 6—Moore's Law and More: Fast, Cheap Computing, and What This Means for the Manager |  |
| 3 | Ch. 7—Disruptive Technologies: Understanding Giant Killers and Tactics to Avoid ExtinctionCh. 8—Amazon: An Empire Stretching from Cardboard Box to Kindle to CloudCh. 9—Platforms, Network Effects, and Competing in a Winner-Take-All World |  |
| 4 | Ch. 10—Social Media, Peer Production, and Leveraging the CrowdCh. 11—The Sharing Economy, Collaborative Consumption, and Efficient Markets through TechCh. 12—Facebook: Platforms, Privacy, and Big Business from the Social Graph |  |
| 5 | Ch. 13—Rent the Runway: Entrepreneurs Expanding an Industry by Blending Tech with FashionCh. 14—Understanding Software: A Primer for ManagersCh. 15—Software in Flux: Open Source, Cloud, Virtualized, and App-Driven Shifts |  |
| 6 | Ch. 16—Data and Competitive Advantage: Databases, Analytics, AI, and Machine LearningCh. 17—Advertising Technologies: Balancing Personalization with Privacy as Technology and Regulation EvolveCh. 18—A Manager’s Guide to the Internet and Telecommunications |  |
| 7 | Ch. 19—Information Security: Barbarians at the Gateway (and Just About Everywhere Else)Ch. 20—Google in Three Parts: Search, Online Advertising, and an Alphabet of Opportunity |  |
| 8 | A.1—Introduction and Using Formulas* Video Lesson: My First Workbook

A.2—Basic Formatting and Understanding References* Video Lesson: An Intro to Cell Formatting
* Video Lesson: Understanding References

A.3—Manipulating Sheets\*Video Lesson: Hiding & Unhiding Columns and RowsVideo Lesson: Inserting & Deleting Columns and RowsVideo Lessons: Inserting & Deleting WorksheetsVideo Lesson: Wrapping TextA.4—Freezing Panes, Sorting, and Using FiltersVideo Lesson: Freeze Panes, Sort, and Filter | VL* A.1: My First Workbook
* A.2: My First Workbook & Netflix–Understanding References
* A.4: Sort + Filter + Tables

AE* A.1: Netflix Growth
* A.2: Drexler
* A.3: Stock Trade Volume
* A.4: Starbucks Historical Data

TYU Assignment: Sections A.1–A.4Excel Comprehension Quiz: Sections A.1–A.4 |
| 9 | A.5—Tables and AutofillVideo Lesson: An Introduction to Tables* Video Lesson: Using Autofill to Create Patterns and Series

A.6—Paste Special and Copy as Picture * Video Lesson: Paste Special

A.7—Column, Bar, Pie, Line, and Scatter Charts* Video Lesson: Working with Charts
* Video Lesson: Line Charts

A.8—Functions Related to IF\** Video Lesson: Functions Related to IF—COUNTIF, SUMIF, COUNTIFS, SUMIFS
 | VL* A.5: Fill Handle Fun & Sort + Filter + Tables
* A.6: Using Paste Special
* A.7: Charts Video Lesson & Line Chart Starter

AE* A.5: Stock Exercise
* A.6: Amazon
* A.7: Streaming Subscribers
* A.8: Fortune 1000

TYU Assignment: Sections A.5–A.8Excel Comprehension Quiz: Sections A.5–A.8 |
| 10 | A.9—The VLOOKUP and HLOOKUP Functions* Video Lesson: VLOOKUP
* Video Lesson: HLOOKUP

A.10—Conditional Formatting* Video Lesson: Conditional Formatting

A.11—Pivot Tables and Slicers* Video Lesson: Pivot Tables and Slicers
 | VL* A.9: VLOOKUP\_HLOOKUP Starter
* A.10: Conditional Formatting Lesson
* A.11: Pivot Table Exercises

AE* A.9: Investment Portfolio
* A.10: Fortune 1000
* A.11: Acquisitions

TYU Assignment: Sections A.9–A.11Excel Comprehension Quiz: Sections A.9–A.11 Excel Project |

*Note: \*Indicates that section does not have a video lesson solution file. VL = Video Lesson from the Appendix section; AE = Additional Exercise from Instructor Manual; TYU = Test Your Understanding questions from the end of each section.*

* For the VL assignments, students should follow along with the lesson and submit the final version of the Excel file.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which asks specific questions related to the final version of each Excel file.
* For the AE assignments, students should be provided with the instructions from the instructor manual and any starter files.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which ask specific questions related to the final solution for each exercise.
* TYU Assignments refer to the questions asked at the end of each section of the Excel Appendix. These can be assigned to be completed individually or in small groups in class.
* Excel Comprehension Quizzes can be created using the FlatWorld Homework Platform or the Test Item File questions. The questions in the Homework platform include general Excel content from each section along with specific questions related to the video lessons. The Test Item File questions include general Excel content from each section and specific questions related to Excel examples provided in the Test Item Files.
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16-Week Syllabus (Integrated)

|  |  |  |
| --- | --- | --- |
| Week | Chapter(s) | Assignment(s) |
| 1 | Ch. 1—Setting the Stage: Technology & The Modern EnterpriseCh. 2—Strategy and Technology: Concepts and Frameworks for Achieving SuccessA.1—Introduction and Using Formulas* Video Lesson: My First Workbook
 | VL * A.1: My First Workbook

AE* A.1: Netflix Growth
 |
| 2 | Ch. 3—FreshDirect: A Tech-Heavy Online Grocer Succeeds Where Others FailCh. 4—Zara: Fast Fashion from Savvy SystemsA.2—Basic Formatting and Understanding References* Video Lesson: An Intro to Cell Formatting
* Video Lesson: Understanding References
 | VL* A.2: My First Workbook
* A.2: Netflix Starter Worksheet

AE: * A.2: Drexler
 |
| 3 | Ch. 5—Netflix in Two Acts: Sustaining Leadership in an Epic Shift from Atoms to BitsA.3—Manipulating Sheets\*Video Lesson: Hiding & Unhiding Columns and RowsVideo Lesson: Inserting & Deleting Columns and RowsVideo Lessons: Inserting & Deleting WorksheetsVideo Lesson: Wrapping Text | AE* A.3: Stock Trade Volume

TYU Assignment: Sections A.1–A.3 |
| 4 | Ch. 6—Moore's Law and More: Fast, Cheap Computing, and What This Means for the Manager Ch. 7—Disruptive Technologies: Understanding Giant Killers and Tactics to Avoid ExtinctionA.4—Freezing Panes, Sorting, and Using Filters* Video Lesson: Freeze Panes, Sort, and Filter
 | VL* A.4: Sort + Filter + Tables

AE* A.4: Starbucks Historical Data
 |
| 5 | Ch. 8—Amazon: An Empire Stretching from Cardboard Box to Kindle to CloudA.5—Tables and AutofillVideo Lesson: An Introduction to Tables* Video Lesson: Using Autofill to Create Patterns and Series
 | VL* A.5: Sort + Filter + Tables & Fill Handle Fun

AE* A.5: Stock Exercise
 |
| 6 | Ch. 9—Platforms, Network Effects, and Competing in a Winner-Take-All WorldCh. 10—Social Media, Peer Production, and Leveraging the CrowdA.6—Paste Special and Copy as Picture * Video Lesson: Paste Special
 | VL* A.6: Using Paste Special

AE* A.6: Amazon
 |
| 7 | Ch. 11—The Sharing Economy, Collaborative Consumption, and Efficient Markets through TechA.7—Column, Bar, Pie, Line, and Scatter Charts* Video Lesson: Working with Charts

Video Lesson: Line Charts | VL* A.7: Charts Starter & Line Chart Starter

AE* A.7: Streaming Subscribers
 |
| 8 | Ch. 12—Facebook: Platforms, Privacy, and Big Business from the Social Graph | TYU Assignment: Sections A.4–A.7 |
| 9 | Ch. 13—Rent the Runway: Entrepreneurs Expanding an Industry by Blending Tech with Fashion | Excel Comprehension Quiz: Sections A.1–A.7 |
| 10 | Ch. 14—Understanding Software: A Primer for ManagersA.8—Functions Related to IF\** Video Lesson: Functions Related to IF—COUNTIF, SUMIF, COUNTIFS, SUMIFS
 | AE* A.8: Fortune 1000
 |
| 11 | Ch. 15—Software in Flux: Open Source, Cloud, Virtualized, and App-Driven ShiftsA.9—The VLOOKUP and HLOOKUP Functions* Video Lesson: VLOOKUP
* Video Lesson: HLOOKUP
 | VL* A.9: VLOOKUP\_HLOOKUP Starter

AE* A.9: Investment Portfolio
 |
| 12 | Ch. 16—Data and Competitive Advantage: Databases, Analytics, AI, and Machine LearningA.10—Conditional Formatting* Video Lesson: Conditional Formatting
 | VL* A.10: Rev 500 Starter

AE* A.10: Fortune 1000
 |
| 13 | Ch. 17—Advertising Technologies: Balancing Personalization with Privacy as Technology and Regulation EvolveA.11—Pivot Tables and Slicers* Video Lesson: Pivot Tables and Slicers
 | VL* A.11: Rev 500 Starter

AE* A.11: Acquisitions
 |
| 14 | Ch. 18—A Manager’s Guide to the Internet and TelecommunicationsCh. 19—Information Security: Barbarians at the Gateway (and Just About Everywhere Else) | TYU Assignment: Sections A.8–A.11 |
| 15 | Ch. 20—Google in Three Parts: Search, Online Advertising, and an Alphabet of Opportunity | Excel Comprehension Quiz: Sections A.8–A.11 |
| 16 | Final Project | Excel Project |

*Note: \*Indicates that section does not have a video lesson solution file. VL = Video Lesson from the Appendix section; AE = Additional Exercise from Instructor Manual; TYU = Test Your Understanding questions from the end of each section.*

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	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which asks specific questions related to the final version of each Excel file.
* For the AE assignments, students should be provided with the instructions from the instructor manual and any starter files.
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* TYU Assignments refer to the questions asked at the end of each section of the Excel Appendix. These can be assigned to be completed individually or in small groups in class.
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16-Week Syllabus (Independent)

|  |  |  |
| --- | --- | --- |
| Week | Chapter(s) | Assignment(s) |
| 1 | Ch. 1—Setting the Stage: Technology & The Modern EnterpriseCh. 2—Strategy and Technology: Concepts and Frameworks for Achieving Success |  |
| 2 | Ch. 3—FreshDirect: A Tech-Heavy Online Grocer Succeeds Where Others Fail Ch. 4—Zara: Fast Fashion from Savvy Systems |  |
| 3 | Ch. 5—Netflix in Two Acts: Sustaining Leadership in an Epic Shift from Atoms to BitsCh. 6—Moore's Law and More: Fast, Cheap Computing, and What This Means for the Manager |  |
| 4 | Ch. 7—Disruptive Technologies: Understanding Giant Killers and Tactics to Avoid ExtinctionCh. 8—Amazon: An Empire Stretching from Cardboard Box to Kindle to Cloud |  |
| 5 | Ch. 9—Platforms, Network Effects, and Competing in a Winner-Take-All WorldCh. 10—Social Media, Peer Production, and Leveraging the Crowd |  |
| 6 | Ch. 11—The Sharing Economy, Collaborative Consumption, and Efficient Markets through TechCh. 12—Facebook: Platforms, Privacy, and Big Business from the Social Graph |  |
| 7 | Ch. 13—Rent the Runway: Entrepreneurs Expanding an Industry by Blending Tech with FashionCh. 14—Understanding Software: A Primer for Managers |  |
| 8 | Ch. 15—Software in Flux: Open Source, Cloud, Virtualized, and App-Driven Shifts Ch. 16—Data and Competitive Advantage: Databases, Analytics, AI, and Machine Learning |  |
| 9 | Ch. 17—Advertising Technologies: Balancing Personalization with Privacy as Technology and Regulation EvolveCh. 18—A Manager’s Guide to the Internet and Telecommunications |  |
| 10 | Ch. 19—Information Security: Barbarians at the Gateway (and Just About Everywhere Else) |  |
| 11 | Ch. 20—Google in Three Parts: Search, Online Advertising, and an Alphabet of Opportunity |  |
| 12 | A.1—Introduction and Using Formulas* Video Lesson: My First Workbook

A.2—Basic Formatting and Understanding References* Video Lesson: An Intro to Cell Formatting
* Video Lesson: Understanding References

A.3—Manipulating Sheets\*Video Lesson: Hiding & Unhiding Columns and RowsVideo Lesson: Inserting & Deleting Columns and RowsVideo Lessons: Inserting & Deleting WorksheetsVideo Lesson: Wrapping Text | VL* A.1: My First Workbook
* A.2: My First Workbook & Netflix–Understanding References

AE* A.1: Netflix Growth
* A.2: Drexler
* A.3: Stock Trade Volume

TYU Assignment: Sections A.1–A.3 |
| 13 | A.4—Freezing Panes, Sorting, and Using FiltersVideo Lesson: Freeze Panes, Sort, and FilterA.5—Tables and AutofillVideo Lesson: An Introduction to Tables* Video Lesson: Using Autofill to Create Patterns and Series
 | VL* A.4: Sort + Filter + Tables
* A.5: Fill Handle Fun & Sort + Filter + Tables

AE* A.4: Starbucks Historical Data
* A.5: Stock Exercise

Excel Comprehension Quiz: Sections A.4–A.5 |
| 14 | A.6—Paste Special and Copy as Picture * Video Lesson: Paste Special

A.7—Column, Bar, Pie, Line, and Scatter Charts* Video Lesson: Working with Charts
* Video Lesson: Line Charts

A.8—Functions Related to IF\** Video Lesson: Functions Related to IF—COUNTIF, SUMIF, COUNTIFS, SUMIFS
 | VL* A.6: Using Paste Special
* A.7: Charts Video Lesson & Line Chart Starter

AE* A.6: Amazon
* A.7: Streaming Subscribers
* A.8: Fortune 1000

TYU Assignment: Sections A.6–A.8 |
| 15 | A.9—The VLOOKUP and HLOOKUP Functions* Video Lesson: VLOOKUP
* Video Lesson: HLOOKUP

A.10—Conditional Formatting* Video Lesson: Conditional Formatting

A.11—Pivot Tables and Slicers* Video Lesson: Pivot Tables and Slicers
 | VL* A.9: VLOOKUP\_HLOOKUP Starter
* A.10: Conditional Formatting Lesson
* A.11: Pivot Table Exercises

AE* A.9: Investment Portfolio
* A.10: Fortune 1000
* A.11: Acquisitions

TYU Assignment: Sections A.9–A.8 |
| 16 | Final Project | Excel Comprehension Quiz: Sections A.9–A.11Excel Project |

*Note: \*Indicates that section does not have a video lesson solution file. VL = Video Lesson from the Appendix section; AE = Additional Exercise from Instructor Manual; TYU = Test Your Understanding questions from the end of each section.*

* For the VL assignments, students should follow along with the lesson and submit the final version of the Excel file.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which asks specific questions related to the final version of each Excel file.
* For the AE assignments, students should be provided with the instructions from the instructor manual and any starter files.
	+ Instructors can grade the submission by reviewing the solution files provided for each section or assigning homework questions from the FlatWorld homework platform, which ask specific questions related to the final solution for each exercise.
* TYU Assignments refer to the questions asked at the end of each section of the Excel Appendix. These can be assigned to be completed individually or in small groups in class.
* Excel Comprehension Quizzes can be created using the FlatWorld Homework Platform or the Test Item File questions. The questions in the Homework platform include general Excel content from each section along with specific questions related to the video lessons. The Test Item File questions include general Excel content from each section and specific questions related to Excel examples provided in the Test Item Files.
* For the Excel Project, students should find their own data online and analyze it using the various Excel concepts covered in the course. Based on class size, instructors may want to provide a dataset and detailed guidelines to aid in grading.