

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** WKEN 7215

**Course Title:** Weekend - Excel Programming

**Course Description:** Use powerful Excel programming techniques to enhance and extend Excel functionality.

**Suggested Course Prerequisite(s):** Excel III or equivalent experience.

**Course Resources:**

Excel VBA Programming for Dummies, 4th Edition  
John Walkenbach; Wiley, ISBN: 978-1-119-07739-8

**Student Learning Outcomes:**

Demonstrate implementation of Visual Basic for Applications (VBA) macros in Excel, including techniques for handling errors, working with range objects, and controlling program flow.

**Certification Notes:**

**Next course recommendation:** Data Visualization with Tableau in a Day

**Lesson Plan – by week or session:**

Session 1:

What is VBA?  
Working in the Visual Basic Editor  
Introducing the Excel Object Model  
VBA Sub and Function Procedures  
Using the Excel Macro Recorder  
Essential VBA Language Elements  
Working with Range Objects  
Using VBA and Worksheet Functions  
Controlling Program Flow and Making Decisions  
Automatic Procedures and Events  
Error-Handling Techniques  
Bug Extermination Techniques  
VBA Programming Examples  
Simple Dialog Boxes  
UserForm Basics

Session 2:

Using UserForm Controls  
UserForm Techniques and Tricks  
Accessing Your Macros through the User Interface  
Creating Worksheet Functions  
Creating Excel Add-Ins  
Ten Excel Resources  
Ten VBA Do's and Don'ts

**Course Sessions:**

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Method of Evaluation:**

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in

attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Refund Policy:**

Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:**

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.