



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)517-1945, Fax: (714)683-1440

IT 271 Introduction to Programming Microsoft Application Language

Prof. Benjamin Rah			
Class Hour:	Thursday 6:50 - 9:20 PM	Class Room:	Room 301: Computer Lab
Office:	Room 301 inside the Computer Lab	Phone:	714-517-1945 ext. 1301
Office Hours/ Consultation:	TBA	E-mail:	benjaminrah@buc.edu
TA:	none	Credit Unit:	3

A. Mission Statement

Bethesda University

Mission of the Bethesda University

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

B. Course's Academic Level and Place in Curriculum:

There is no pre-requisite to take this course. This course may be taken at any time.

C. Course Description

This course introduces Microsoft Office Programming Language (VBA) to students. Students will have hands-on experience on programming VBA for various Microsoft Office 2010 applications such as Word, Excel and PowerPoint.

D. Course Objectives & Student Outcomes

Expected Student Outcomes	
Spiritually	No particular spiritual outcome is expected.
Intellectually	Students will know about Linux OS and Open Source concept.
Socio-Emotively	No particular socio-emotional outcome is expected.
Vocationally	Students can apply their knowledge and experience that they have gained through this course on their future vocation.

E. Class Formation



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F. Required Textbook(s)

No.	Title	Author	Publisher	Year
1	Mastering VBA for Office 2010	Mansfield, Richard	Wiley Publishing	2010

G. Recommended Reading and Other Course Resources (All reserved for reading)

No.	Title	Author	Publisher	Year
1	Exploring Microsoft Office 2010 Getting Started with VBA	Grauer, Robert	Pearson Learn Solutions	2011
2	Office 2010: The Missing Manual	Conner, Nancy	O'Reilly Media	2010

H. Course Calendar/Schedule, include the following

N	Date	Theme	Reading	Assignments
1	2/26	Recording Macros and Getting Started with VBA	Chapter 1,2,3	Practice the Bottom Line Either during the class or after the class for that chapter. Look Appendix – The Bottom Line on Page 811
2	3/5	Creating Code from Scratch in the Visual Basic Editor	Chapter 4	
3	3/12	Understanding the Essentials of VBA Syntax Working with Variables, Constants, and Enumerations	Chapter 5,6	
4	3/19	Using Array Variables Finding the Objects, Methods, and Properties You need	Chapter 7,8	
5	3/26	Using Built-in-Functions – Part 1	Chapter 9	
6	4/2	Using Built-in-Functions – Part 2	Chapter 9	
7	4/9	Creating Your Own Functions	Chapter 10	
8	4/16	Easter Reading Week		
9	4/23	Making Decisions in Your Code	Chapter 11	Practice the Bottom Line Either during the class or after the class for that chapter. Look Appendix – The Bottom Line on Page 811
10	4/30	Using Loops to Repeat Actions	Chapter 12	
11	5/7	Getting User Input with Message Boxes and Input Boxes	Chapter 13	
12	5/14	Creating Simple Custom Dialog Boxes Creating Complex Dialog Boxes	Chapter 14,15	
13	5/21	Working with Widely Used Objects in Word	Chapter 20,21	
14	5/28	Working with Widely Used Objects in Excel	Chapter 22,23	



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15	6/4	Working with Shapes and Running Slide Shows	Chapter 24,25	
	6/11	Final Exam		

I. Assignments

1. Practice the Bottom Line either during the class or after the class for that chapter.
Look Appendix – The Bottom Line on Page 811

J. Evaluation/Assessment Rationale for Grade Determination

1. Grade Assessment
 - Weekly Assignments – 50%
 - Final Exam – 50%

2. Grade definition

- A Excellent
- B Good
- C Satisfactory
- D Poor
- F Failure

3. Grade scale

Letter Grade	Numeric Grade	Grade Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	59 or below	0



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K. Course Policies

1. Attendance, Preparation, and Participation:

Attendance, preparation, and participation in the class, its discussions, exercises, and assessments are a crucial part of the learning process. Students who incur two unexcused absences from scheduled classes will suffer a drop in their grade. Students who incur three or more unexcused absences from scheduled classes shall receive a grade of F for the course.

2. Deadlines:

All Assignments are due at the end of class, unless otherwise noted by the instructor.

3. Advance Assistance:

Discuss with your professor.

4. Assignment Options:

If you have an option that fits your situation and fulfills the course requirements please discuss your idea with the professor to determine whether it will be approved.

5. Make up work:

Students who miss deadlines due to excused absences are permitted to turn in late assignments or projects without penalty. The professor does not accept late assignments after Dec 12, 2014.

6. Extra-credit work:

None.

7. Emergency procedures:

Check with Student Handbook for emergency procedures.

8. Other policies on Withdrawal and Grade Permanence, Academic Integrity, and Appeals and Grievance procedures refer to the Student Handbooks and Catalog.

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L. Support Services

1. **Cheating** - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - Students completing any examination should assume that external assistance (e.g., books, notes, calculators, and conversations with others) is prohibited unless specifically authorized by the instructor.
 - Students may not allow others to conduct research or prepare work for them without advance authorization from the instructor.
 - Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.
2. **Fabrication** - Intentional falsification or invention of any information or citation in an academic exercise.
3. **Facilitating academic dishonesty** - Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
4. **Plagiarism** - Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

M. Bibliography

Conner, Nancy. Office 2010: The Missing Manual. O'Reilly Media, 2010.

Grauer, Robert. Exploring Microsoft Office 2010 Getting Started with VBA. Pearson Learn Solutions, 2011.

Mansfield, Richard. Mastering VBA for Office 2010. Wiley Publishing, 2010.