BAD 53 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: BAD 53Title: BUS PROB/SPRDSHEETSFull Title: Introduction to Solving Business Problems With SpreadsheetsLast Reviewed: 9/14/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category:	AA Degree Applicable
Grading:	Grade or P/NP
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	

Catalog Description:

This course is designed to introduce the student to the use of computer spreadsheet programs in solving business problems and improving the decision-making process. Students will create models applicable to the functional areas of finance and accounting, sales and marketing, management and human resources using a broad range of spreadsheet skills. Previous experience with computer spreadsheets is not required.

Prerequisites/Corequisites:

Recommended Preparation:

Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

Limits on Enrollment:

Schedule of Classes Information:

Description: This course is designed to introduce the student to the use of computer spreadsheet programs in solving business problems and improving the decision-making process. Students will create models applicable to the functional areas of finance and accounting, sales and

marketing, management and human resources using a broad range of spreadsheet skills. Previous experience with computer spreadsheets is not required. (Grade or P/NP) Prerequisites/Corequisites: Recommended: Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates Limits on Enrollment: Transfer Credit: CSU; Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	ı		Effective: Effective:	Inactive: Inactive:
IGETC:	Transfer Area		Effective:	Inactive:	
CSU Transfer	:Transferable	Effective:	Spring 1992	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

- 1. Formulate and create spreadsheet models that facilitate problem-solving and decision-making.
- 2. Design and format professional quality spreadsheets.
- 3. Convey data through the use of charts and graphs.

Objectives:

At the conclusion of this course, the student should be able to:

- 1. Formulate business problem-solving strategies.
- 2. Create models that analyze alternative choices.
- 3. Design professional quality spreadsheets.
- 4. Analyze quantitative data.
- 5. Create models that utilize spreadsheet functions.
- 6. Construct charts and graphs.
- 7. Design and construct spreadsheet-based reports.

Topics and Scope:

- I. Business Problem Solving Strategies and Processes
- II. Features and Elements of Spreadsheet Programs
- III. Basic Spreadsheet Operations
- IV. Analyzing Alternatives through the Creation of Data Tables
- V. Formatting to Maximize Effective Organization

- VI. Projecting Cash Flows through the Use of Formulas and Variables
- VII. Copying Data and Formulas

VIII. Vertical and Horizontal Analysis of Financial Statements and other Performance Data

- IX. Built-in Spreadsheet Functions
 - A. Logic functions
 - B. Selective data manipulation
- X. Function Driven Report Models
- XI. Utilizing Fnancial Function to Calculate Loan Amortization and Annuity Tables
- XII. "What if" and Goal Seek Operations
- XIII. Displaying Data with Charts and Trendlines
- XIV. Graphic Embellishments
- XV. Spreadsheet Database Features and Capabilities

Assignment:

- 1. Creation of 10 15 spreadsheets
- 2. Completion of an individual or ongoing spreadsheet project
- 3. Specific reading (approximately 200 pages total)
- 4. Optional research assignments
- 5. Quizzes (2 5)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Individual or ongoing spreadsheet project

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Creation of spreadsheets

Exams: All forms of formal testing, other than skill performance exams.

Quizzes

Other: Includes any assessment tools that do not logically fit into the above categories.

Writing	
0 - 0%	

Problem solving 35 - 40%

Skill Demonstrations 50 - 55%

Exams 5 - 10%

D	•	, •
Parti	c1r	oation
ւսո	υı	auon
	- 1	

Representative Textbooks and Materials: Instructor prepared materials New perspectives Microsoft Office 365 & Excel 2016: Introductory. Carey, Patrick and DesJardins, Carol. Cengage Learning. 2017