

BAD 53 Course Outline as of Spring 1992**CATALOG INFORMATION**

Dept and Nbr: BAD 53

Title: BUS PROB/SPRDSHEETS

Full Title: Introduction to Solving Business Problems with Spreadsheets

Last Reviewed: 9/14/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	2.00	17	Lecture Scheduled	34.00
Minimum	1.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	3.50		Contact DHR	59.50
		Contact Total	5.50		Contact Total	93.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 68.00

Total Student Learning Hours: 161.50

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 provides students with a broad, practical applications approach to solving business problems, using a computer spreadsheet. Topics covered include applications in the functional areas of Finance and Accounting, Supervisory Management, and Sales & Marketing. Hands on practice with real world business problems; course does not require computer experience with a spreadsheet program.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Eligibility for ENGL 100A

Limits on Enrollment:**Schedule of Classes Information:**

Description: This course provides students with a broad, practical applications approach to solving business problems. Topics covered include applications in the functional areas of Finance & Accounting, Supervisory Management, and Sales & Marketing. Hands-on practice with real-world business problems; course does not require computer experience with a

spreadsheet program. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Course Eligibility for ENGL 100A

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Students will learn:

1. Business problem solving strategies;
2. Spreadsheet basic and model development;
3. Spreadsheet applications in selected business areas.

Topics and Scope:

1. Business Problem Solving - Strategy Considerations
2. Getting Started on Spreadsheets
 - a. Lotus 1-2-3 basics
 - b. Model and template development
3. Spreadsheet features training using a common business model
4. Selected business applications in problem-solving in the areas of finance and accounting, management and marketing and sales. Models and formulas, graphing, databases and macros.

Assignment:

Reading and written assignments. Creation of spreadsheets.

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 are more appropriate for this course.

Writing
0 - 0%

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

COMPUTER-BASED PROBLEM DEMONS.

Problem solving
40 - 60%

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

CREATION OF SPREADSHEETS

Skill Demonstrations
0 - 50%

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

Multiple choice, True/false

Exams
0 - 30%

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

ATTENDANCE AND PARTICIPATION.

Other Category
0 - 10%

Representative Textbooks and Materials:

Laudon & Laudon, SOLVING CLASSIC BUSINESS PROBLEMS: AN INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3; Addison Wesley Publishing Co.
R. Ageloff, LOTUS 1-2-3 FOR BUSINESS, RELEASE 2.2; Course Technology.