BAD 53 Course Outline as of Fall 2002

CATALOG INFORMATION

Dept and Nbr: BAD 53   Title: BUS PROB/SPRDSHEETS
Full Title: Introduction to Solving Business Problems w/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 is designed to introduce the student to the use of computer spreadsheet programs in solving business problems and improving the decision-making process. They will learn to create models applicable to the functional areas of finance and accounting, sales and marketing, management and human resources. In the process, a broad range of spreadsheet skills will be developed. Previous experience with computer spreadsheets is not required.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100.

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 decision- making skills. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
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:
A successful student in BAD 53 will 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:

Lecture and discussion material:
1. business problem solving strategies and processes
2. features and elements of spreadsheet programs
3. basic spreadsheet operations
4. analyzing alternatives through the creation of data tables
5. formatting to maximize effective organization
6. projecting cash flows through the use of formulas and variables
7. copying data and formulas
8. vertical and horizontal analysis of financial statements and other
   performance data
9. built-in spreadsheet functions
   a. logic functions
   b. selective data manipulation
10. function driven report models
11. utilizing financial function to calculate loan amortization and
    annuity tables
12. "what if" and goal seek operations

13. displaying data with charts and trendlines
14. graphic embellishments
15. spreadsheet database features and capabilities

Assignment:

Assignments for BAD 53 will include homework in the form of the creation of spreadsheets (averaging 1-2 per week), completion of an individual project, and may include specific reading and study assignments.

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.	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 35 - 60%

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

CREATION OF SPREADSHEETS	Skill Demonstrations 5 - 50%

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

Multiple choice, True/false	Exams 5 - 30%

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

PARTICIPATION	Other Category 5 - 10%

Representative Textbooks and Materials:
RUNNING MICROSOFT EXCEL 2000: Dodge and Stinson, 1999, 1st edition, Microsoft Press