BAD 53 Course Outline as of Fall 2009

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	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0.50		Contact DHR	8.75
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50 Total Student Learning Hours: 87.50

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. 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 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 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 ESL 100
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:
Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Upon completion of this course, students 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:

1. Creation of spreadsheets (averaging 1-2 per week)
2. Completion of an individual or ongoing speadsheet projects
3. Specific reading (10 to 20 pages per week)
4. Optional research assignments
5. Quizzes and exams

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 demos	Problem solving 35 - 40%

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

Creation of spreadsheets	Skill Demonstrations 50 - 55%

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

Multiple choice, True/false	Exams 5 - 10%

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

Participation and attendance	Other Category 5 - 10%

Representative Textbooks and Materials:
Microsoft Office Excel 2007 Inside Out: Dodge and Stinson, 2007, 1st edition, Microsoft Press.