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	ľ	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. Ouizzes 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 noncomputational 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.