BAD 53 Course Outline as of Fall 2024

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	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:

			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:
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.	Writing 0 - 0%

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

Individual or ongoing spreadsheet project	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.

Quizzes	Exams 5 - 10%

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

Participation		Other Category 5 - 10%

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