Course Syllabus

Department: Business
Date: February 2013

I. Course Prefix and Number: BUS 212
Course Name: MS Excel for Business Applications
Contact Hours: 3 credit hours and 3 contact hours
Course Description:

This course offers students the opportunity to master the advanced functionality of Microsoft Excel, and to apply those skills to genuine business applications such as financial modeling, reporting, and the automation of accounting and financial tasks. Although the basic functions of Excel will be covered, areas of focus include graphs and charts, the use of advanced financial functions and analytical tools, reporting templates, linking of worksheets and workbooks, importing and manipulating data, macros (automation of tasks), auditing tools, and other features especially useful to the financial or accounting professional. Prerequisites: ACC 101, MAT 110 (or higher), OFT 150. (Also listed as CSC 212)

II. Student Learning Outcomes

Upon completion of this course the student will be able to:

- Create a plan for effective workbook and worksheet design
- Plan, design, create and manage Excel worksheets
- Identify and utilize the appropriate formatting for data in Excel
- Identify appropriate mathematical processes necessary to achieve a result in Excel
- Create mathematical formulas in Excel
- Devise formulas utilizing relative, absolute and mixed cell references in formulas in Excel
- Explain about specific mathematical and statistical functions in Excel and their use in cell formulas
- Describe how various charts can be used to represent quantitative data in Excel
- Determine appropriate chart style to represent data; use date to create and revise chart in Excel
- Manage large volumes of data through the use of Tables in Excel
- Explain the fundamentals of table design and create a table in Excel
- Determine appropriate use pivot tables to group and ungroup data in Excel
- Create a pivot table in Excel
- Explain the appropriate use of one-variable and two-variable tables in Excel
- Explain the appropriate use of conditional math and statistical functions in Excel
- Analyze and manipulate data in Excel through the use of mathematical and statistical functions.
- Link Excel's workbooks to manage and combine data sets.
- Explain the purpose and procedure for Web Query for Excel.
- Import data into Excel from external web sources
- Identify some of the various templates available for Excel and explain their appropriate use.

III. College Learning Outcomes
   a. Oral Communication
   b. Reading
   c. Mathematics
   d. Critical Thinking/Problem Solving
   e. Computer Literacy
   f. Information Resources

IV. Assessment Measures

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<thead>
<tr>
<th>Oral Communication</th>
<th>The student will appropriately utilize Excel terminology and definitions for class discussions and conversations related to cases and problems</th>
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<tbody>
<tr>
<td>Reading</td>
<td>The student will build Excel workbooks and spreadsheets utilizing instruction and information provided in the textbook.</td>
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<tr>
<td>Mathematics</td>
<td>The student will construct required mathematical formulas for processing required data in Excel worksheets.</td>
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<tr>
<td>Critical Thinking/Problem Solving</td>
<td>The student will proof and critique output presented on an Excel spreadsheet to determine its reliability and validity. The student will explain appropriate corrective action steps based on such assessment (If necessary) The student will analyze problems and cases presented as assignments. The student will compose spreadsheet plans to complete required work for assignments. The student will utilize MS Excel and its appropriate functions to accomplish assignments.</td>
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<tr>
<td>Computer Literacy</td>
<td>The student will create workbooks and worksheets with Excel The student will create, save and print Excel computer files.</td>
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<tr>
<td>Information</td>
<td>The student will analyze external sources of data necessary</td>
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V. Course Topics and Learning Objectives:

1. Introduction to Excel: What is a Spreadsheet?
2. Formulas and Functions: Performing Quantitative Analysis
3. Excel Charts: Depicting Data Visually
4. Datasets and Tables: Managing Large Volumes of Data
5. Subtotals, PivotTables, and Pivot Charts
6. What-If Analysis
7. Specialized Functions
8. Multiple-Sheet Workbook Management
9. Imports, Web Queries, and XML
10. Collaboration and Workbook Distribution
11. Templates, Styles, and Macros

VI. Methods of Instruction:

1) **Lecture:** The instructor will lecture and demonstrate the use of MS Excel for each topic
2) **Text:** A step-by-step instructional text for the use of MS Excel will be utilized
3) **Classroom Lab:** The majority of each class will serve as an instructional lab. Students will work on assigned tasks while the instructor provides guidance and assistance.
4) **Online Resources:** Instructional resources will be posted on Angel for use by students.