

BUS 0252 - EXCEL FOR BUSINESS APPLICATIONS

Catalog Description

Formerly known as IT 25

Advisory: Completion of BUS 250 and SKDV 10 with grades of "C" or better

Hours: 72 (54 lecture, 18 laboratory)

Description: Design and use of "what-if" analysis, static and dynamic web pages, financial functions, data and lookup tables, amortization schedules and templates. Includes working with multiple worksheets and workbooks, analyzing worksheet results, sorting and querying a worksheet database, using macros, and integrating software. (CSU)

Course Student Learning Outcomes

- CSLO #1: Research, analyze and evaluate information to solve business problems using a spreadsheet application.
- CSLO #2: Design and produce spreadsheet solutions incorporating current trends, security, and best practices.
- CSLO #3: Employ spreadsheet concepts and terminology in professional communication.
- CSLO #4: Demonstrate marketable spreadsheet career skills.

Effective Term

Fall 2020

Course Type

Credit - Degree-applicable

Contact Hours

72

Outside of Class Hours

90

Total Student Learning Hours

162

Course Objectives

Lecture Objectives:

Through hands-on exercises, exams and skill demonstrations:

1. Explain the use of worksheets to make critical business decisions, including the use of functions, formulas and cell referencing;
2. Diagram the process used to import data into worksheets;
3. Describe the concepts of design and critical thinking in presenting business information;
4. Identify the steps needed to integrate with other applications and the Internet;
5. Identify techniques to automate tasks using macros;
6. Describe the process for linking multiple worksheets and workbooks;
7. Identify collaborative tools available within Excel;
8. Explain auditing of a workbook;
9. Analyze data to produce meaningful results; and

Laboratory Objectives:

Through hands-on exercises, exams and skill demonstrations employ best practice to:

1. Practice the use of goal seek, what-if analysis and scenario manager to make business decisions;
2. Demonstrate the use of advanced functions, formulas and cell referencing;
3. Apply best practices of design concepts and employee critical thinking in developing Excel applications;
4. Create appropriate informative charts and graphs to convey a visual representation of data;
5. Develop professional quality worksheets by applying special formatting techniques such as alignments, text wrapping, borders and shading and conditional formatting;
6. Demonstrate the following skills using lists: sorting and filtering data, conditional formatting, data entry validation;
7. Integrate multiple data sources and import data into worksheets;
8. Apply techniques to automate tasks using macros;
9. Construct, design and modify summary worksheet by linking multiple worksheets and workbooks;
10. Develop data tables and apply scenario management and solver tools for complex problems;
11. Analyze and depict alternate views of critical business data using Pivot tables and Pivot charts.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- CSU Transferable

Methods of Evaluation

- Objective Examinations
 - Example: Students will be given weekly chapter review questions using True/False, Multiple Choice and Fill-In questions. Standard grading will be used to measure the level of understanding of the topics being covered. Example: True or False - To enter a formula in a cell, you must first put an equals sign
- Problem Solving Examinations
 - Example: Read, research and respond to a discussion board question - Example: Assume you have a list of college students, and in the list, there is a code for males and females, there is also a field identifying the student's major. Which of the two, AutoFilter or Pivot Table, would you use in each of the following situations: Explain why -You want a list of all females majoring in history. -You want the number of males and females in each major at your institution. This would be graded based on the level of understanding displayed and the completeness of the response.
- Projects
 - Example: Students will develop an Excel Workbook as a final project. Required elements and optional elements will be outlined in the instructions. A grading rubric will be provided and used by the instructor.
- Skill Demonstrations
 - Example: Students are required to submit completed weekly hands-on lab assignments for grading based on a rubric provided

by the instructor. Instructors will provide feedback and encourage students to rework assignments to correct errors found during the grading. Example: Given a set of balances, perform an average.

Repeatable

No

Methods of Instruction

- Laboratory
- Lecture/Discussion
- Distance Learning

Lab:

1. Instructor will demonstrate the weeks concepts and discuss with students, then provide a lab activity such as: Example 1 - Students will develop an Excel Application to register participants for summer camps and workshops. Application will include buttons for activating macro to automate the process of printing schedules and receipts. Instructor will grade using rubric provided. (Lab Objective 3)

Lecture:

1. After students read the assigned chapter the instructor will lead students through a demonstration of functions, formulas and cell referencing. The instructor will then lead a discussion of how these tools relate to making critical business decisions. (Lecture Objective 1)

Distance Learning

1. Using the LMS Discussion area students respond to the following: Example 1 - Reflect on what you learned about PivotTables and answer the following 1) When would you use a PivotTable 2) What are the advantages of using a PivotTable? Disadvantage? Describe and give examples for each. (Lab Objective 11)

Typical Out of Class Assignments

Reading Assignments

1. Read and study the textbook chapters and online lecture materials; using a word processor describe the steps necessary to correctly use the Pivot Table Wizard. 2. Go to the Small Business Administration web site at www.sba.gov and locate the section on Budgets. Read the section on "Creating a Budget Worksheet to Make Financial Decisions." Using this detailed information create a set of linked worksheets to track 12-months of your household cash inflows and outflows.

Writing, Problem Solving or Performance

1. Create a macro named "PrintChart" with the shortcut key CTRL+a, that performs the following tasks: -Prints the chart and input-output area in landscape orientation, centered horizontally on the page with the text "Break-Even Analysis" centered at the top of the printout and your name and date in the lower-right corner of the printout. -Makes cell A1 the active cell after printing is completed. 2. Create a one-variable data table that calculates the total revenue, expenses, and net income for fees that range from \$130 per person per night to \$180 per person per night in increments of \$5. 3. Read, research and respond to a discussion board question - Example: Assume you have a list of college students, and in the list there is a code for males and females, and there is a field

identifying the student's major. Which two, AutoFilter or Pivot Table, would you use in each of the following situations: -You want a list of all females majoring in history. -You want the number of males and females in each major at your institution.

Other (Term projects, research papers, portfolios, etc.)

Required Materials

- MS Office 365 Excel 2016 Comprehensive
 - Author: Parsons, Oja, Ageloff, Carey & DesJardins
 - Publisher: Cengage Learning
 - Publication Date: 2017
 - Text Edition: 1st
 - Classic Textbook?: No
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.