



BT 2400

Division: Business and Technology

Department: Business Technology

Course: BT 2400

Title: Spreadsheets for Business

Catalog Description:

Students will learn spreadsheet concepts and applications to solve business problems. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas, use database operations, use graphic/chart functions, use macros, and use various features to enhance the appearance of the spreadsheet. This course is designed to teach students to think analytically, manipulate information, and use the computer as a productivity tool.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: BMGT 1060 or equivalent

Justification:

This course is a required course for all Business Technology majors seeking an Associate of Applied Science degree or a one-year certificate. The course is recommended for all Business Administration majors transferring to an institution which requires both a spreadsheet course and a database course. In nearly all office environments, spreadsheet skill is required. It is essential that office personnel be familiar with the various concepts, features, and applications. This class will provide students with knowledge of and experience using numerous spreadsheet features which will help students prepare for challenging careers in the business world. The Business Technology Advisory Committee believes that students need spreadsheet training to meet the expectations of employers. Similar courses are offered throughout the state. Upon completion of this course, students will be prepared to take the Microsoft certification exam.

Student Learning Outcomes:

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

- Manage financial data
- Use formulas and functions
- Develop a professional-looking worksheet
- Create and work with charts and graphics

- Use Excel lists
- Use multiple worksheets and workbooks
- Use editing and Web tools
- Create an Excel application (macro)
- Use data tables and scenario management
- Use solver
- Import data
- Integrate Excel with other Windows programs
- Enhance Excel with Visual Basic for Applications

Content:

Course objectives will be accomplished by:

- Managing financial data
- Using formulas and functions
- Developing a professional-looking worksheet
- Creating and working with charts and graphics
- Using Excel lists
- Using multiple worksheets and workbooks
- Using editing and Web tools
- Creating Excel applications (macros)
- Using data tables and scenario management

General Education Outcomes:

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students who successfully complete this course will retrieve data from a variety of electronic media sources. Students will read and evaluate information and apply appropriate procedures to accomplish the given task. Students will proofread for content and format, making all necessary and appropriate corrections. Documents will be submitted in both electronic and paper form.

6) Apply computational skills to a variety of contexts.

Students will use formulas, functions, and/or a combination of formulas and functions to solve business problems using Excel.

Applied Education Outcomes:

2) Students will become aware of industry specific certification and develop skills sufficient to acquire the same.

Students will practice Microsoft Excel software tasks similar to what is presented in the Microsoft Application

Specialist Certification exam or equivalent.

Key Performance Indicators:

Assignments and projects will be evaluated to determine expert-level proficiency and knowledge of the spreadsheet software: 40 percent of final grade

Objective exams will evaluate the understanding of theory and terminology used in spreadsheet software; production exams will give students an opportunity to demonstrate their spreadsheet skill: 50 percent of final grade

Students will complete a project using spreadsheet software to solve a business problem. Students will demonstrate mastery of spreadsheet features in the completion of this project: 10 percent of final grade

Percentages are approximate.

Representative Text and/or Supplies:

Parsons, et. al., *Microsoft Excel New Perspectives Comprehensive*, current edition or equivalent, Course Technology.

SAM, SNAP, or equivalent online assessment and training software, current version.

Optimum Class Size: 18

Maximum Class Size: 20

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)