



BT 2400

Division: Business and Technology

Department: Business Technology

Course: BT 2400

Title: Excel for Business

Catalog Description:

Students will learn mathematical and spreadsheet concepts and use Excel to solve business problems. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, create charts, work with tables, PivotTables, and PivotCharts, manage multiple workbooks and worksheets, and work with common financial tools and functions. *Basic computer skill including a good understanding of file management (and/or BT 1010 or equivalent) is highly recommended.*

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

Justification:

This course is required for all Business Technology majors seeking an Associate of Applied Science degree. The course is recommended for all Business Administration or Business Management majors. This class will provide students with knowledge and experience using numerous spreadsheet features which will help students prepare for challenging careers in the business world. The Business Advisory Committee believes that students need spreadsheet training to meet the expectations of employers. Similar courses are offered throughout the state.

Student Learning Outcomes:

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

- Perform common business calculations
- Organize and manage financial data
- Use common spreadsheet formulas and functions
- Develop a professional-looking worksheet
- Create and work with charts and graphics
- Use Excel tables, PivotTables, and PivotCharts
- Use multiple worksheets and workbooks
- Work with common financial tools and functions

Course content includes

- Performing common business calculations (addition, subtraction, multiplication, and division using order of operations; Invoice, Trade, and Cash Discounts; Markup and Mark Down; Amount or Rate of Increase/Decrease; Simple Interest, etc.)
- Using formulas and functions (SUM, MAX, MIN, AVERAGE, IF, VLOOKUP, etc.)
- Developing a professional-looking worksheet (styles and conditional format)
- Creating and working with charts and graphics
- Using Excel tables, PivotTables, and PivotCharts
- Using multiple worksheets and workbooks
- Exploring financial tools and functions (PMT, FV, PV, NPER, IPMT, PPMT, IRR, etc.)
- Performing what-if analyses (goal seek, scenarios, solver)

General Education Outcomes:

6) Apply computational skills to a variety of contexts.

Students will use formulas and functions to solve a variety of business problems in Excel. The instructor will evaluate the correct use of formulas and functions in assignments, exams, and projects.

Applied Education Outcomes:

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Through hands-on assignments, students will practice numerous spreadsheet features which will prepare them to meet the expectations of employers in the business world. The instructor will evaluate assignments to provide feedback.

Key Performance Indicators:

Student learning outcomes will be assessed using two or more of the following

- Assignments, modules, or projects
- Practical and/or objective exams
- Participation

Representative Text and/or Supplies:

Kinser, et. al., *Microsoft Excel 2010 Comprehensive*, current edition or equivalent, Pearson.

A current version of MyITLab or equivalent online training, project, and assessment software is optional.

Optimum Class Size: 15

Maximum Class Size:

BT 2400

Signatures:

I hereby submit this course syllabus:

LaFaun Barnhurst, 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)