BUED 2550

Division: Business and Technology
Department: Business Education
Course: BUED 2550
Title: Spreadsheets and Databases for Business
Catalog Description:

This course covers the introductory through advanced concepts using spreadsheet and database software. Students will use spreadsheet software to compute and summarize numeric data; students will use database software to organize and query large amounts of data.

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: No
Prerequisites: CIS 1010 or equivalent; sophomore status required

Justification:

This course is designed to teach students to think analytically, manipulate information, and use the computer as a productivity tool using both spreadsheet and database software.
Upon completion of this course, students will be prepared to take the Microsoft Office Specialist exam at the expert level for both Excel and Access.

This course is recommended for all Associate of Science in Business (ASB) students who plan to transfer to Utah State University (BIS 2450 equivalent). This course is also recommended for any transfer-oriented student who should complete a spreadsheet/database course. Students should check with their intended school of choice to determine whether the student should take this course or the BUED 2400 and BUED 2500 courses. This course is not intended for Business Education students completing a certificate or Associate of Applied Science program.

The Business Education Advisory Committee believes that this course is needed in support of transfer students who are completing an Associate of Science in Business program.

Student Learning Outcomes:

Upon completion of this course, students will be able to do the following:

- Use spreadsheet and database software programs for business purposes.
- Identify the specific kinds of problems for which spreadsheets can provide appropriate solutions.
- Identify specific data management and database business projects.
- Generate solutions for spreadsheet and database application problems.

- Integrate and summarize data using spreadsheet and database programs.
- Control spreadsheet and database program applications using appropriate procedures.

Content:

Course objectives will be accomplished by
Excel:

- 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
- Using solver
- Importing data; integrating Excel with other Windows programs
- En

General Education Outcomes:

1) Read effectively, constructively, and critically.

Students must read case scenarios and develop a plan of action to accurately solve a problem using the Microsoft Office suite, specifically spreadsheet and/or database software. The situations presented are difficult; students must think critically to grasp the overall issue and develop a solution.

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 combinations of formulas and functions to answer business problems using spreadsheet/database software.

Key Performance Indicators:

Assignments and projects will be evaluated to determine expert-level proficiency and knowledge of the

spreadsheet/database software: 60 percent of the final grade.
Objective exams will test the understanding of theory and terminology used in spreadsheets and databases, and production exams will give students an opportunity to demonstrate their skill using spreadsheet and database software: 40 percent of the final grade.

Representative Text and/or Supplies:

Microsoft Excel, New Perspectives, Comprehensive. Parsons, et. al. Course Technology. Current edition or equivalent.
Microsoft Access, New Perspectives, Comprehensive. Adamski, et. al. Course Technology. Current edition or equivalent.

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

Optimum Class Size: 22
Maximum Class Size: 24

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 Education Department:

, , , 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)