BAD 53   Full Title: Introduction to Solving Business Problems With Spreadsheets   Units: 1.5

Catalog Description:
This course is designed to introduce the student to the use of computer spreadsheet programs in solving business problems and improving the decision-making process. Students will create models applicable to the functional areas of finance and accounting, sales and marketing, management and human resources using a broad range of spreadsheet skills. Previous experience with computer spreadsheets is not required.

COURSE CONTENT

Student Learning Outcomes:
Students will have ability to:
1. Formulate and create spreadsheet models that facilitate problem-solving and decision-making.
2. Design and format professional quality spreadsheets.
3. Convey data through the use of charts and graphs.

Objectives:
Upon completion of this course, students will be able to:

1. Formulate business problem-solving strategies.
2. Create models that analyze alternative choices.
3. Design professional quality spreadsheets.
4. Analyze quantitative data.
5. Create models that utilize spreadsheet functions.
6. Construct charts and graphs.
7. Design and construct spreadsheet-based reports.

Topics and Scope

1. Business problem solving strategies and processes.
2. Features and elements of spreadsheet programs.
3. Basic spreadsheet operations.
4. Analyzing alternatives through the creation of data tables.
5. Formatting to maximize effective organization.
6. Projecting cash flows through the use of formulas and variables.
7. Copying data and formulas.
8. Vertical and horizontal analysis of financial statements and other performance data.
9. Built-in spreadsheet functions.
        A. logic functions
        B. selective data manipulation
10. Function driven report models.
11. Utilizing financial function to calculate loan amortization and annuity tables.
12. "What if" and goal seek operations.
13. Displaying data with charts and trend lines.
14. Graphic embellishments.
15. Spreadsheet database features and capabilities.