

**Date: March 2006**

- I. Course Name:** MS Excel for Business Applications  
**Course Prefix and Number:** BUS/CSC 212  
**Credit and contact hours:** 3 credit hours – 3 contact hours  
**Catalog Description including pre- and co-requisites:**

This course offers students the opportunity to master the advanced functionality of Microsoft Excel, and to apply those skills to genuine business applications such as financial modeling, reporting, and the automation of accounting and financial tasks. Although the basic functions of Excel will be covered, areas of focus include graphs and charts, the use of advanced financial functions and analytical tools, reporting templates, linking of worksheets and workbooks, importing and manipulating data, macros (automation of tasks), auditing tools, and other features especially useful to the financial or accounting professional.

Prerequisites: ACC 101 and MAT 110 (or higher), or permission of the instructor

## **II. Course Outcomes and Objectives**

### **Learning Outcomes:**

Students will attain specialist (A Microsoft certification) level skills on Microsoft Excel. Students may sit for Microsoft certification upon completion of this course if they choose. The focus will be on business, accounting & financial applications of Excel.

### **Relationship to Academic programs and curriculum:**

This course will be a general Business (BUS) AND Computer Science (CSC) elective.

### **College competencies addressed by the course:**

- Mathematics
- Computer Literacy
- Professional Competency
- Problem Solving
- Information Resources

## **III. Methods of Instruction**

### **Types of Course materials:**

Text: step-by-step guide to use of Excel for business applications.

Example spreadsheets, charts, etc.

**Methods of instruction:**

Lecture & Demonstration of Excel features and functions  
Hands-on work during class  
Completion of problems and assignments

**Assessment measures:**

- Periodic review of problems and cases assigned
- Instructor should allow students to work in-class, and circulate through the classroom assisting students as needed or requested
- Various Microsoft / On-line help tools are available to students and instructor

**Methods of Evaluation:**

- Tests
- Practicum
- Assigned cases, problems
- Microsoft Specialist Certification test (may be assigned as final exam)

**IV. General Outline of Topics covered**

- “Core” Microsoft Excel functionality
- Graphs & Charts
- Advanced math & financial functions and scenarios
- Financial and Business analytical tools
- Report templates & styles
- Linking of worksheets & workbooks
- Macros (automation)
- Data management, filtering, importation, validation
- Database concepts
- Audit tools
- Internet capabilities
- Worksheet / Report organization and presentation strategies