Syllabus

BUS 212 MS Excel for Business Applications

General Information

Date
July 17th, 2018

Author
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Department
Business

Course Prefix
BUS

Course Number
212

Course Title
MS Excel for Business Applications

Dual Listing (also listed as):
CSC 212

Course Information

Credit Hours
3

Lecture Contact Hours
3

Lab Contact Hours
0

Other Contact Hours

Catalog Description
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.

Key Assessment

August 7th, 2018 11:00 am
This course does not contain a Key Assessment for any programs

Prerequisites
ACC 101 and MAT 110 (or higher)

Co-requisites
None

Grading Scheme
Letter

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category
None

FLCC Values

Institutional Learning Outcomes Addressed by the Course
None

Course Learning Outcomes

1. Create a plan for effective workbook and worksheet design
2. Plan, design, create and manage Excel worksheets
3. Identify and utilize the appropriate formatting for data in Excel
4. Identify appropriate mathematical processes necessary to achieve a result in Excel
5. Create mathematical formulas in Excel
6. Devise formulas utilizing relative, absolute and mixed cell references in formulas in Excel
7. Explain about specific mathematical and statistical functions in Excel and their use in cell formulas
8. Describe how various charts can be used to represent quantitative data in Excel
9. Determine appropriate chart style to represent data; use date to create and revise chart in Excel
10. Manage large volumes of data through the use of Tables in Excel
11. Explain the fundamentals of table design and create a table in Excel

12. Determine appropriate use pivot tables to group and ungroup data in Excel

13. Create a pivot table in Excel

14. Explain the appropriate use of one-variable and two-variable tables in Excel

15. Explain the appropriate use of conditional math and statistical functions in Excel

16. Analyze and manipulate data in Excel through the use of mathematical and statistical functions

17. Link excels workbooks to manage and combine data sets

18. Explain the purpose and procedure for Web Query for Excel

19. Import data into Excel from external web sources

20. Identify some of the various templates available for Excel and explain their appropriate use

Outline of Topics Covered

1. Introduction to Excel: What is a Spreadsheet?
2. Formulas and Functions: Performing Quantitative Analysis
3. Excel Charts: Depicting Data Visually
4. Datasets and Tables: Managing Large Volumes of Data
5. Subtotals, PivotTables, and Pivot Charts
6. What-If Analysis
7. Specialized Functions
8. Multiple-Sheet Workbook Management
9. Imports, Web Queries, and XML
10. Collaboration and Workbook Distribution
11. Templates, Styles, and Macros