



Syllabus

BUS 212 MS Excel for Business Applications

General Information

Date March 20th, 2024
Author Edward Einhouse
Department Business
Course Prefix BUS
Course Number 212
Course Title MS Excel for Business Applications
Dual Listing (also listed as): CSC 212

Course Information

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.

Credit Hours 3
Lecture Contact Hours 3
Lab Contact Hours 0
Other Contact Hours 0
Grading Scheme Letter

Prerequisites

Placement into Math Level 1 or MAT 110

Co-requisites

None

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 categories

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Inquiry, Perseverance, and Interconnectedness

Course Learning Outcomes

Course Learning Outcomes

1. Utilize business applications (i.e. One Note, Sway, Office Mix, and Microsoft Edge) for essential business functions (i.e. note taking, organizing media, and creating presentations for school and work).
2. Utilize advanced techniques in Microsoft Excel (i.e. financial and what-if analyses, external data usage, and collaboration on shared workbooks) to perform relevant accounting functions (i.e. accounts receivables, present value, sales data and project analysis).
3. Utilize specific Microsoft Excel functions (i.e. PivotTables and PivotCharts) to organize and track data for relevant items that need tracking/reporting (i.e. donations, campaigns, electronic billing/invoices).
4. Utilize Microsoft Excel to perform vital management functions (i.e. budgets, inventory, events and taxes).

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