Course Outline

2026-2027 Catalog

BCIS 81 - Microsoft Excel for Business

Catalog Description

Transfer Status: CSU

Unit(s): 1.00

Lecture: 8.50 Contact hours/17.00 Out of class hours/25.50 Total hours/0.50 Unit(s)
Lab: 25.50 Contact hours/0.00 Out of class hours/25.50 Total hours/0.50 Unit(s)
Total: 34.00 Contact hours/17.00 Out of class hours/51.00 Total hours/1.00 Unit(s)

Course Description: This course is designed for those who want to learn Microsoft Excel for Windows from the perspective of owning or running a business. Course content includes designing and analyzing worksheets and using formulas and functions with an emphasis on accounting principles.

Objectives

Upon successful completion of this course, the student should be able to:

1. Identify and demonstrate spreadsheet planning, creation, and problem-solving principles
2. Examine and formulate mathematical operations and apply number formats used in accounting spreadsheets
3. Analyze, interpret, and generate worksheets utilizing formulas and functions for accounting
4. Apply filters and sorts to organize and analyze data, and create charts to represent data
5. Apply financial statement, depreciation, and loan amortization principles in designing and creating accounting worksheets

Course Content

Topic Titles / Suggested Time Topic

Lecture

Topics	Lec Hrs
Worksheet creation and problem-solving principles	0.50
Formulas in a worksheet	3.00
Formatting a worksheet	0.50
Financial functions in an accounting worksheet	4.50
Total Hours:	**8.50**

Lab

Topics	Lab Hrs
Worksheet creation and problem-solving principles	2.00
Formulas in a worksheet	8.00
Formatting a worksheet	2.00
Financial functions in an accounting worksheet	13.50
Total Hours:	**25.50**

Methods of Instruction

A. Class Activities
B. Discussion
C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
D. Instructor Demonstrations
E. Lecture
F. Problem-Solving Sessions

Methods of Evaluation

A. Homework
B. Class participation
C. Performance Examinations
D. Examinations

Examples of Assignments

Reading Assignments

1. Read the chapter in the textbook about inserting financial functions and complete the chapter questions.
2. Read the section in the textbook about how to calculate monthly payments on a loan and complete the case problems in Excel.

Writing Assignments

1. Choose a sample new or used car for purchase. Research current interest rates for the type of car you're researching. Create a spreadsheet showing at least four scenarios for purchasing the car. Include model (with a hyperlink to a page showing the car for sale), retail cost, down payment, loan amount, interest rate, and term. Use a PMT function to determine the monthly payments. Calculate the total out-of-pocket cost of the vehicle over the life of the loan. In each of your scenarios, alter the interest rate, down payment, or term. Examine your results and write a 1-page paper reflecting on the changes you applied and your observations on the pros/cons of each scenario and observations on the effects of down payments, rates, and terms on the overall cost of a loan.
2. Using figures provided by the instructor, prepare a weekly summary of orders taken that itemizes the products and orders. Calculate the price per unit and amount of orders, and sort the order amounts in descending order.

Out-of-Class Assignments

1. Given the data provided in the case problem for depreciation, create a worksheet using straight-line depreciation.
2. Using the data file provided by the instructor, calculate the Future Value of an investment.

Recommended Materials of Instruction

Rutkosky, Nita, et. al. (2023). Microsoft Excel 365 Benchmark Series Level 1. *Paradigm, 2023.* 9781792473098.
Nordell, Dave, et. al. (2021). Microsoft Excel 365 In Practice. *McGraw-Hill, 1st.* 9781266866630.

Minimum Qualifications

Accounting (Masters Required)
Business (Masters Required)
Computer Science (Masters Required)
Office Technologies

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