



## MASTER COURSE OUTLINE

A. BUSO 2637 Spreadsheet Concepts/Applications

B. COURSE DESCRIPTION:

This course emphasizes business concepts and applications using spreadsheet software. Topics include entering labels, values, formulae, and functions; moving, copying formatting, saving, and retrieving spreadsheet data; manipulating databases using delete, insert, sort, and extract functions; printing large and small spreadsheets; publishing spreadsheets on the Web; macros; and graphing. Keying skills support success in this course. Co-requisite: BUSO 1620 or instructor's approval. Although BUSO 2637 and BUSO 1620 may be taken concurrently, it is recommended that students complete BUSO 1620 prior to taking BUSO 2637.  
**(3 Cr – 3 lect, 0 lab)**

C. \*Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Problem solving formulas
- Table look-up
- Payroll functions
- Charts and their functions
- Web pages using Excel
- Templates and working with multiple worksheets/workbooks

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
* <u>Critical Thinking</u>	<b>Students will be able to</b> recognize and articulate the value assumptions which underlie and affect	<b>The student will successfully</b> 1. complete a business simulation where a spreadsheet is created, data is entered, and data is

	decisions, interpretations, analyses, and evaluations made by ourselves and others.	analyzed to generate charts, graphs, and organize data.
<u>CS</u>	understand the value of spreadsheet applications in the office place.	1. explain how and when a business might use a spreadsheet application.
<u>CS</u>	generate spreadsheets and use basic mathematical formulas.	1. enter and manipulate data such as total sum, average, maximum, minimum, total entries, and percentages.
<u>CS</u>	utilize the spreadsheet application to create business forms.	1. utilize the spreadsheet program to create purchase orders, payroll forms, and expense forms.

G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 03/20/16; 03/05/24

AASC Approval date: 04/20/16; 04/16/24

\*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

\*\*These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland's MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

<b>*Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

<b>**Riverland Community College Discipline Areas</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

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Riverland