



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
BUSINESS ADMINISTRATION DEPARTMENT
MANAGEMENT SYSTEMS TECHNOLOGY
First Year Diploma Program

BUSA2650 COURSE OUTLINE

LEVEL 1

MGTS

Instructor

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Home Page: <http://www.faculty.org/matt/> Most browsers only need: faculty.org/matt

Prerequisites

BUSA1600

Course Description

This course builds on the prerequisite course BUSA 1600 as it continues to expose students to the use of microcomputer technology, from the perspective of a business user. Microsoft Excel will be used to explore several spreadsheet case studies.

Course Goal(s):

- To explore several spreadsheet case studies.
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Evaluation

Exam #1	45%
Exam #2	45%
Participation	10%
TOTAL	100%

Text and Equipment

Required:

Exploring Microsoft Excel 97
Robert T. Grauer and Maryann Barber
Prentice Hall

Course materials

Go to the web page: <http://www.faculty.org/matt/> Most browsers only need: faculty.org/matt
and click on the button called "**Course Materials**"

To access the course materials section you will need the following:

User Name: _____

Password: _____

Effective Date: January 2000

Chris Clark

Week of	Outcome/Material Covered
Jan. 2	Introductory lecture
Jan. 9	Goal Seek; IF; AND; NOT; OR
Jan. 16	VLOOKUP; Formulas with more than one function
Jan. 23	Breakeven Analysis
Jan. 30	EXAM #1
Feb. 6	Cash Flow Analysis
Feb. 13	Solver
Feb. 20	Spreadsheet Design; Scenario Manager
Feb. 27	Spreadsheet Debugging
Mar. 6	EXAM #2 - - Covers entire course
Mar. 13	Spring Break March 12 – 16