

British Columbia Institute of Technology

School of Business
Program: Post Diploma Program

Course Outline for: BUSA 3700
Date: September 2000

Hours per Week: 3
Lecture: 1 Hrs
Lab: 2 Hrs

Total Hours: 45
Total Weeks: 14
Prerequisites: None

Instructor: Richard Miles
Phone: 451-6785
Email: rmiles@bcit.bc.ca
Office: SE6 307

Course Description and Goals:

This course is designed to be "Hands On" in the sense that most of the learning will occur in the lab as you work through the assigned cases. The first few cases in the manuscript assume that you have no prior knowledge of Excel or business models in general. As you progress through the cases you will learn more complex business models and more advanced Excel features. The primary goal of this course is for you to become an independent and competent Excel user while simultaneously gaining facility with some of the more common business models.

Course Materials:

Required Texts:

C. Clark and R. Miles. *Spreadsheet Basics: An Introduction to Common Business Models*.
July 1999, Manuscript.

J. Gips. *Mastering Excel: A Problem Solving Approach*, 1997, John Wiley & Sons.

Floppy Disks: Two to four new high quality disks with sticky labels.

Evaluation:

Term Project	10%
Completion of Cases	30%
Midterm Examination	25%
Final Examination	30%
Discretionary	5%

Outline of Topics:

As soon as possible read **Reference Sections # 1 – 3, Gips, and Case #1**. The reference sections and the Gips text will be the basis of discussion in the first couple of lectures. It is strongly suggested that you read each case before attempting it in lab.

The **Term Project** will be discussed in lecture and will be due no later than **two weeks** before the end of classes.

The ordering of cases and events is as follows:

MANUSCRIPT CASE #	TITLE	MODEL CONCEPT / EXCEL APPLICATION	GIPS CHAPTER READINGS
Case #1pg. 1	The problem Analysis Form: An Illustration.	Price List	2, 3, 4, 5 & 6
Case #2pg. 65	Bob's Widgets: An Exercise in Model Building.	Break-even	
Case #3pg. 117	Bob's Widgets: Trend Lines & Cost Decomposition.	Graphing	9 & 10
Midterm Exam			
Case #6pg. 184	Alpha Products: Cash Flow.	Simple Cash Flow	11 & 12
Case #6B ...pg. 200	Alpha Products: The Need for Credit.	Advanced Cash Flow	
Case #8pg. 223	Northwinds Traders (including appendix).	Pivot Tables & Filtering	
Case #10 ... pg. 254	Pareto Charts and Other Tools.	Pareto Charts	
Final Exam			

This outline is subject to change, topics may be added and/or deleted at the instructor's discretion.

Policies and Procedures:

Assignments: Late assignments will not be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Attendance: The attendance policy in the BCIT Calendar will be enforced.

Course Outline Changes: The material specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

Ethics: BCIT assumes that all students attending BCIT will follow a high standard of ethics. Incidents of cheating or plagiarism may result in a zero grade in the course and/or the expulsion from the course and/or the Institute.

Illness: A Doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated (e.g. an average is given according to your performance throughout the course).

Makeup Tests, Exams or Quizzes: There will be no makeup tests, exams or quizzes. If you miss a test, exam, or quiz, you will receive zero marks. Exceptions may be made for a documented medical reasons or extenuating circumstances.

Student ID: All students are required to show appropriate ID for all examinations.
