

COURSE OUTLINE**Computer Science/Information Systems 102  
Business Computer Applications****I. Catalog Statement**

Computer Science/Information Systems 102 is specifically intended for students who wish to transfer to a business program majoring in accounting, finance, or economics at a four-year university. The course is problem oriented and solves advanced business problems with spreadsheets. The knowledge gained in this course allows students to effectively compete in the rigorous computer environment demanded by upper-level business courses.

Units – 2.0

Lecture Hours –3.0

Lab Hour –1.0

Recommended preparation: Accounting 101, 102, or equivalent; CS/IS 101 and eligibility for Eng. 120 or BUSAD 106.

**II. Course Entry Expectations**

Skills Level Ranges: Reading 5; Writing 4; Listening/Speaking 4; Math 4.

**III. Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:

1. analyze business financial and managerial problems;
2. solve accounting problems using a spreadsheet applications;
3. compete effectively with students who completed their lower- division work in a four-year university.

**IV. Course Content****Total Contact Hours = 32**

A.	Basic Excel Features	7 hours
	1. Formatting Cells	
	2. Arithmetic calculations and formulas	
	3. Data Manipulation	
B.	Financial Projections and presentation of data	3 hours
C.	Model building using various company structures	3 hours
D.	Business Transactions with Charts and What-if analysis	3 hours
E.	Financial Statement preparation, analysis and projections	5 hours
	1. Income Statement	
	2. Balance Sheet	
	3. Statement of Stockholder's Equity	

	4. Statement of Cash Flow	
F.	Ratio analysis spreadsheet	3 hours
G.	Budgeting Analysis	3 hours
H.	Cost projections and variances	5 hours
	1. CVP formula	
	2. Short Run Decisions	

## V. **Methods of Presentation**

The following instructional methodologies may be used in the course:

1. classroom lecture and discussion in the covered subjects;
2. group discussion and presentations in covered subjects;
3. online activities and projects.

## VI. **Assignments and Method of Evaluation**

1. Reading assignments
2. Computer generated homework assignments
3. Student case studies
4. Written midterm examination
5. Written final examination

## VII. **Textbook**

Smith, Gaylord N., Excel Applications for Accounting Principles.  
Mason, Ohio: South-Western, a division of Thomson Learning, 2004.  
10<sup>th</sup> grade Textbook Reading Level. ISBN: 0-324-27027-3

Adkins, Kathleen, Building Business Spreadsheets with Excel- 1<sup>st</sup> Edition  
Mason, Ohio: South-Western, a division of Thomson Learning, 2004.  
10<sup>th</sup> grade Textbook Reading Level. ISBN: 0-324-13152-6

## VIII. **Student Learning Objectives**

Upon successful completion, the student will be able to:

1. analyze business financial and managerial problems using common software packages;
2. solve intermediate-level accounting problems using a combination of generally used software packages.