

Common Course Outline
ACCT 133
Excel for Accounting and Business
3 Credits

The Community College of Baltimore County

Description

ACCT 133 – 3 Credits - Excel for Accounting and Business provides a comprehensive study of spreadsheets for accounting and business applications. This will be accomplished first by use of a hands-on tutorial to become a basic user of Excel. Secondly, application of these skills to accounting and business will be achieved by use of a variety of problems that require completion or construction of spreadsheet models applied to accounting tasks. These problems will incorporate a variety of formula development and model-building skills usable in a variety of accounting applications.

3 Credits

Prerequisites: CSIT 101 and ACCT 102

Overall Course Objectives

Upon completion of this course students will be able to:

1. operate microcomputer equipment and spreadsheet accounting software;
2. apply basic worksheet skills: navigation, formatting, entering data/formulas, editing;
3. apply intermediate worksheet skills: cell references, recalculating formulas, designing templates, and "what if" analysis;
4. employ formulas, financial functions, and specialized functions;
5. analyze problems in spreadsheets and devise appropriate solutions;
6. prepare workbooks with custom number formats, conditional formatting, autoformats, and styles;
7. modify the workbook's appearance with fonts, borders, bold, underscore, shading, colors, textboxes, drawing, auto shapes, word art, smart art and clip art;
8. interpret spreadsheet terminology and vocabulary as applied to accounting;
9. create and test charts and graphs to enhance a workbook;
10. plan, create, format and modify Excel tables;
11. manage multiple worksheets and workbooks;
12. manipulate financial functions to analyze loans and investments;
13. create an amortization schedule;
14. calculate a depreciation schedule; and
15. formulate a payback period, calculate net present value, and calculate an internal rate of return.

Major Topics:

- I. Basic user skills including navigating worksheets, entering and modifying data, modifying worksheet settings, using the toolbar, saving and printing
- II. Formatting workbooks
- III. Working with formulas and functions
- IV. Entering, copying and moving data
- V. Inserting and deleting columns and rows
- VI. Enhancing a workbook with charts and graphs
- VII. Managing multiple worksheets and workbooks
- VIII. Using advanced functions
- IX. Working with financial tools and functions
- X. Performing what-if analysis
- XI. Computing depreciation

Course Requirements:

Grading procedures will be determined by the individual faculty member but will include the following:

Grading/exams:

- A minimum of 10 graded assignments
- A final exam or project*

*Students are required to utilize appropriate academic resources.

Other Course Information

- This course is required for the Business Accounting Certificate. It is an elective for the Accounting AAS degree, the AA transfer pattern in Accounting, and the Accounting Certificate.