

ACCT 133
Excel for Accounting and Business
3 Credits

Community College of Baltimore County
Common Course Outline

Description

ACCT 133 – Excel for Accounting and Business: Provides a comprehensive study of spreadsheets for accounting and business applications. This will be accomplished first using a hands-on tutorial to become a basic user of Excel. Secondly, the application of these skills to accounting and business will be achieved using a variety of problems that require the 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.

Pre-requisites: ACCT 102 and CSIT 101

Overall Course Objectives

Upon completion of this course, students will be able to:

1. develop technical skills to utilize spreadsheet software;
2. apply basic worksheet skills such as formatting, entering data and entering and editing formulas;
3. apply intermediate worksheet skills such as cell references, recalculating formulas, designing templates, pivot tables, and what-if analysis;
4. utilize financial functions related to accounting such as an amortization schedule and depreciation schedule;
5. analyze errors in spreadsheets to devise appropriate solutions;
6. apply custom styles such as conditional formatting, and number formats;
7. explore spreadsheet terminology and vocabulary as applied to accounting;
8. create charts and graphs;
9. modify an Excel table to present information clearly; and
10. manage multiple worksheets and workbooks.

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

The Common Course Outline (CCO) determines the essential nature of each course.
For more information, see your professor's syllabus.

- 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 at minimum:

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 and the Accounting Certificate.

Date Revised: 11/19/2024

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