

# ACC 149 Introduction to Accounting Spreadsheets

## **COURSE DESCRIPTION:**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. Course Hours per Week: Class 1, Lab 3, Semester Hour Credit 2.

## **LEARNING OUTCOMES:**

Upon completion of this course, the student will be able to:

1. Apply the fundamental features of Microsoft Excel, including navigating Excel and creating spreadsheets using basic functions (sum, max, min, avg), and utilization of keyboard shortcuts.
2. Demonstrate the ability to create, and edit spreadsheets by adding columns, rows, various fonts, and formats and learning to save them as templates. Acquire the knowledge to adjust settings for workbooks and suitability for printing.
3. Create tables and worksheets to assist in making analyzing large data sheets easier with table tools, filtering and sorting tools, and creating and saving visuals and charts for data sets.
4. Obtain the knowledge to find discoveries within data sources using pivot tables. Create pivot charts and tables for visual representations or reports. Learn protecting and locking worksheets and workbooks to restrict users.

## **OUTLINE OF INSTRUCTION:**

1. Getting Started with Excel
2. Formatting Workbook Text and Data
3. Performing Calculations with Formulas and Functions
4. Analyzing and Charting Financial Data
5. Generating Reports from Multiple Worksheets and Workbooks
6. Managing Data with Data Tools
7. Summarizing Data with PivotTables
8. Performing What-If Analyses
9. Exploring PivotTable Design

10. Analyzing Data with Business Intelligence Tools
11. Exploring PivotTable Design
12. Developing an Excel Application
13. Customizing Your Excel Workspace
14. Introducing Power BI
15. Collaborating with Your Team

**REQUIRED TEXTBOOK AND MATERIAL:**

The textbook and other instructional material will be determined by the instructor.