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.

LEARNING OUTCOMES:

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

1) Apply the fundamental features of Microsoft Excel
2) Create workbooks suitable for accounting professionals.
3) Work with formulas and functions desired in the accounting field.
4) Create worksheets including amortization schedules, bank reconciliations, and other commonly used accounting worksheets.
5) Obtain the knowledge to create various worksheets using charts and other graphics.

OUTLINE OF INSTRUCTION:

1. Excel for Accounting
   a. Understanding Excel’s Capabilities
   b. Examples of How Excel Is Used in Accounting
   c. Excel Basics
   d. Entering Formulas and Using Functions
   e. More Extensive Use of Formulas
   f. Manipulating Data and Structuring Worksheets

2. Charts & Graphs
   a. Pie Charts
   b. Horizontal Analysis
   c. Column Charts
   d. Ratio Analysis

3. Depreciation Calculations
   a. Conducting a What-If Analysis with the Depreciation Function
   b. Creating a Depreciation Summary
   c. Calculating Depreciation Using Other Methods
   d. Charting Depreciation Expense

4. Loan and Bond Amortization
   a. Loan Calculations
   b. Loan Amortization Schedule

November 2017
c. Bond Amortization Schedule

5. Cash Budgeting
   a. Investing and Financing Activities Budgets
   b. Finalizing and Formatting the Cash Budget
   c. Using What-If Analysis and Goal Seeking with the Cash Budget
   d. Present & Future Value Analysis

REQUIRED TEXTBOOK AND MATERIALS:
The textbook and other instructional material will be determined by the instructor.