

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

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.