

COMMON COURSE OUTLINE: Course discipline/number/title: ACCT 2237: Accounting Spreadsheet Applications

A. CATALOG DESCRIPTION

- 1. Credits: 3**
- 2. Hours/Week: 3**
- 3. Prerequisites (if any):** ACCT 1810 or ACCT 2217 or consent of instructor.
- 4. Co-requisites (if any):** None
- 5. MnTC Goals (if any):** NA

This course covers the use of spreadsheet software to solve accounting related problems. Topics include designing, creating and enhancing worksheets and charts, using formulas and functions to perform calculations and storing, printing and retrieving files. Recommended Entry Skills/Knowledge: College-level reading and math skills.

B. DATE LAST REVISED (use current date): February, 2005

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Manage the computer files including creating, saving, backing-up and transferring
2. Analyze accounting problems that can be solved with spreadsheet software
3. Create spreadsheets using data, work and answer sections
4. Create formulas using relative and absolute references
5. Use appropriate spreadsheet functions when solving accounting problems
6. Move and copy data and formulas
7. Perform "What-if" analysis after using formulas and functions
8. Format worksheets to enhance their appearance
9. Create and enhance charts using worksheet data

D. LEARNING OUTCOMES (GENERAL): Students will be able to:

1. Solve accounting problems using spreadsheet software.
2. Describe ethical conduct for accountants.
3. Use relative and absolute references in creating formulas.
4. Use functions to process accounting information.
5. Perform "What-if" analysis using various outcomes.
6. Create enhanced worksheets and charts.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Evaluation will be on a point-accumulated system for daily assignments, group activities, quizzes and exams.

G. SPECIAL INFORMATION (if any): None