



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

A. CATALOG DESCRIPTION

1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): ACCT 2217 or consent of instructor
4. Co-requisites (Course discipline/number): 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.

B. DATE LAST REVISED (Month, year): April, 2010

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Excel tables, PivotTables and PivotCharts
2. Multiple worksheets and workbooks
3. Advanced functions, conditional formatting and filtering
4. Naming cells and ranges
5. Macros
6. Spreadsheet functions
7. Spreadsheet formulas
8. Formatting
9. Charts
10. Model-building

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

1. Use the terminology of spreadsheet software
2. Use relative and absolute references in creating formulas.
3. Solve accounting problems with spreadsheet software
4. Prepare "What-if" analysis after using formulas and functions
5. Create spreadsheets using data, work and answer sections
6. Use appropriate spreadsheet functions when solving accounting problems
7. Create formulas using relative and absolute references
8. Move and copy data and formulas
9. Analyze "what if" results of various business situations.
10. Manipulate and format worksheets to enhance their appearance
11. Create charts from worksheet data
12. Manipulate and format charts to enhance their appearance.
13. Organize and manage the computer files including creating, saving, and making backing-ups
14. Use course management software to manage files and grades.
15. Describe ethical conduct for accountants.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Evaluation will be on a point-accumulated system based on:

1. Daily assignments
2. Group activities
3. Quizzes
4. Exams

G. SPECIAL INFORMATION (if any):

This course aligns with the following RCTC Core Outcomes:

1. Critical Thinking