



## COURSE SYLLABUS

PO Box 1189  
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**COURSE: ACC 149 INTRODUCTION TO ACCOUNTING SPREADSHEETS**

**HOURS: Lecture: 1 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 2**

### **COURSE DESCRIPTION:**

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.

**PREREQUISITE(S):** ACC 115 or ACC 120

**COREQUISITE(S):** None

### **TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:**

Rutkosky, Nita. Benchmark Series: Microsoft Excel 2016 Levels 1 and 2 with SNAP 2016. St. Paul, MN: Paradigm Publishing, Inc., 2016.  
ISBN: 9780763869892

#### **Other Requirements:**

Microsoft Excel 2016

**\*\*\*Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information**