COURSE SYLLABUS

COURSE: ACC 151   ACCOUNTING SPREADSHEET APPLICATIONS

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

COURSE DESCRIPTION:

This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

PREREQUISITE(S): ACC 149

COREQUISITE(S): None

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

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

STUDENT LEARNING OUTCOMES:

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

1. Demonstrate advance formatting techniques such as number formatting, editing styles, and conditional formatting.
2. Create and edit excel templates.
3. Manage multiple workbooks, including arranging and merging multiple workbooks into a single workbook.
4. Use advanced functions (PMT, ROUND, VLOOKUP and IF) in an excel worksheet.
5. Use array formulas in an excel spreadsheet.
6. Create pivot tables and pivot chart reports.
7. Solve problems using what-if analysis.
8. Recognize the impact of problem solving using excel with various international systems.

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