



Western Technical College

10101138 Accounting Spreadsheets

Course Outcome Summary

Course Information

Description	Using Microsoft Excel, the learner will utilize the menu structure and basic commands of an electronic spreadsheet. Spreadsheet applications will be directly related to solving accounting problems, formatting accounting information, and creating accounting reports.
Career Cluster	Finance
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	90

Pre/Corequisites

Prerequisite 10154102 Software Apps for Business OR 10103102 Intro to MS Excel

Textbooks

New Perspectives Microsoft Office 365 and Excel 2021 Comprehensive. Copyright 2023. Carey, Patrick. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-67222-8. Required.

Course Competencies

1. Create an electronic worksheet.

Assessment Strategies

- 1.1. Project
- 1.2. Written Objective Test
- 1.3. Spreadsheet problem

Criteria

You will know you are successful when

- 1.1. you open a workbook.
- 1.2. you describe the features of the Excel window.
- 1.3. you create a worksheet with labels and values.
- 1.4. you use the worksheet to analyze "what-if" scenarios.
- 1.5. you print the workbook.
- 1.6. you use the Excel HELP feature.
- 1.7. you save the workbook.

Learning Objectives

- 1.a. Discuss the purpose of Excel.
- 1.b. Open a workbook.
- 1.c. Identify the components of the Excel window.
- 1.d. Create a worksheet.
- 1.e. Use the mouse to select cells.
- 1.f. Enter/edit label and values.
- 1.g. Sum a row or column.
- 1.h. Clear a cell, range of cells, or the workbook.
- 1.i. Use the drag-and-fill to enter a data sequence in a range.
- 1.j. Correct errors in the worksheet.
- 1.k. Use the worksheet to analyze "what-if" scenarios.
- 1.l. Print the workbook.
- 1.m. Save the workbook to a disk.
- 1.n. Use spreadsheet and accounting terminology.

2. Format workbook text and data in an electronic worksheet.

Assessment Strategies

- 2.1. Project
- 2.2. Written Objective Test
- 2.3. Spreadsheet problem

Criteria

You will know you are successful when

- 2.1. you use fonts in the worksheet.
- 2.2. you align cells in the worksheet.
- 2.3. you use style templates in the worksheet.
- 2.4. you format the worksheet.
- 2.5. you add frames to the worksheet.
- 2.6. you apply color in the worksheet.

Learning Objectives

- 2.a. Change fonts, font sizes, font attributes, and font color.
- 2.b. Align cell content across columns.
- 2.c. Apply a style template to a range.
- 2.d. Insert/delete columns and rows.
- 2.e. Change number formats.
- 2.f. Format cell entries.
- 2.g. Add lines, frames, and color.
- 2.h. Change column widths and heights.
- 2.i. Display system date on the worksheet.
- 2.j. Print stylized worksheet.
- 2.k. Use spreadsheet and accounting terminologies.

3. Create calculations with formulas and functions in an electronic worksheet.

Assessment Strategies

- 3.1. Project
- 3.2. Written Objective Test
- 3.3. Spreadsheet problem

Criteria

You will know you are successful when

- 3.1. you write and enter formulas.
- 3.2. you use IF function.
- 3.3. you use arithmetic operators.
- 3.4. you use @functions.
- 3.5. you analyze "what-if" scenarios.
- 3.6. you use the Internet to update data.

Learning Objectives

- 3.a. Determine calculations required for the worksheet.
- 3.b. Use the IF function to perform a logical test.
- 3.c. Identify components of a formula.
- 3.d. Use arithmetic operators to create formulas.
- 3.e. Use @Functions to create formulas.
- 3.f. Copy formulas to other cells.
- 3.g. Edit or undo formulas.
- 3.h. Move cell entries to another location in the worksheet.
- 3.i. Use relative and absolute cell references.
- 3.j. Create and use a range name.
- 3.k. Use the round function.
- 3.l. Use the Internet to update worksheet information.
- 3.m. Use formulas in "what-if" analysis.
- 3.n. Print worksheet displaying formulas.
- 3.o. Print the stylized worksheet.
- 3.p. Use spreadsheet and accounting terminology.

4. Analyze and chart financial data using an electronic worksheet.

Assessment Strategies

- 4.1. Projects
- 4.2. Written Objective Test
- 4.3. Spreadsheet problem

Criteria

You will know you are successful when

- 4.1. you identify appropriate chart/graph to display information.
- 4.2. you create a chart/graph.
- 4.3. you edit a chart/graph.
- 4.4. you stylize a chart/graph.
- 4.5. you use chart/graph in "what-if" scenarios.
- 4.6. you print the chart/graph.

Learning Objectives

- 4.a. Determine appropriate medium to display information.
- 4.b. Select range from worksheet to create the chart/graph.
- 4.c. Identify the components of a chart/graph.
- 4.d. Create a chart/graph.
- 4.e. Change the chart/graph type.
- 4.f. Move the chart/graph to a different location on the worksheet.
- 4.g. Insert a new worksheet for the chart/graph.
- 4.h. Resize the chart/graph.
- 4.i. Edit the chart/graph.
- 4.j. Stylize the chart/graph.
- 4.k. Change chart/graph objects.
- 4.l. Add notes and/or objects to the chart/graph.
- 4.m. Use a chart/graph in "what-if" analysis.
- 4.n. Print the stylized chart/graph worksheet separately.
- 4.o. Use spreadsheet and accounting terminologies.

5. Create reports from multiple worksheets and workbooks.

Assessment Strategies

- 5.1. Projects
- 5.2. Written Objective Test
- 5.3. Spreadsheet Problem

Criteria

You will know you are successful when

- 5.1. you create a multiple sheet workbook.
- 5.2. you create a consolidated worksheet.
- 5.3. you format multiple sheets.
- 5.4. you group worksheets.

Learning Objectives

- 5.a. Determine sheets necessary in a multiple sheet workbook.
- 5.b. Insert worksheets as necessary in the workbook.
- 5.c. Copy data between worksheets.
- 5.d. Name each worksheet.
- 5.e. Create 3-D range in a formula.
- 5.f. Create a consolidated worksheet using information from other worksheets.
- 5.g. View multiple worksheets.
- 5.h. Group the worksheets.
- 5.i. Format the workbook.
- 5.j. Create chart/graph from the multiple worksheets.
- 5.k. Use multiple worksheets in "what-if" analysis.
- 5.l. Print the stylized workbook.
- 5.m. Use spreadsheet and accounting terminology.

6. Analyze data with data tools and pivot tables.

Assessment Strategies

- 6.1. Projects
- 6.2. Written Objective Test
- 6.3. Spreadsheet Problem

Criteria

You will know you are successful when

- 6.1. you assign a name to a cell.
- 6.2. you use Solver to analyze data.
- 6.3. you use a 1-variable "what-if" table to analyze data.
- 6.4. you automate data entry with macros.
- 6.5. you automate data entry with a script.
- 6.6. you create sets of different variables for a range.

Learning Objectives

- 6.a. Use cell name in a formula.
- 6.b. Create a variable section on the worksheet.
- 6.c. Name a range using adjacent labels.
- 6.d. Use range names in formulas.
- 6.e. Use Solver to analyze worksheet data.
- 6.f. Create a 1-variable "what-if" table.
- 6.g. Create a data sequence.
- 6.h. Calculate and recalculate the 1-variable "what-if" table.
- 6.i. Use basic macro commands in a worksheet.
- 6.j. Name a macro.
- 6.k. Document a macro.
- 6.l. Format the macro sheet.
- 6.m. Record a script.
- 6.n. Create and modify a script button.
- 6.o. Run a script.
- 6.p. Document and print the script.

- 6.q. Create various versions of a named range.
- 6.r. Hide versions of a named range.
- 6.s. Print various versions of a named range.
- 6.t. Use spreadsheet and accounting terminologies.

7. Create database tables and pivot table designs using electronic worksheets.

Assessment Strategies

- 7.1. Projects
- 7.2. Written Objective Test
- 7.3. Spreadsheet Problem

Criteria

You will know you are successful when

- 7.1. you define the elements of a database table.
- 7.2. you create a database table.
- 7.3. you perform various sorts of a database.
- 7.4. you create a query table.
- 7.5. you find records that satisfy various criteria.
- 7.6. you perform a sort of the query table.
- 7.7. you create a dynamic crosstab table to summarize data in a database table.

Learning Objectives

- 7.a. Create and name a database table.
- 7.b. Sort database table using single and multiple sort keys.
- 7.c. Create a query table.
- 7.d. Find records in a query table using single criterion.
- 7.e. Find records in a query table using multiple criteria using the AND Logical Operator.
- 7.f. Find records in a query table using multiple criteria using the OR Logical Operator.
- 7.g. Use query by box type to find and sort the records.
- 7.h. Display all records in a query table.
- 7.i. Copy results of a query to an output range.
- 7.j. Print the output range.
- 7.k. Add/delete records from a database using a query table.
- 7.l. Create a dynamic crosstab table to summarize database table information.
- 7.m. Rearrange fields in a dynamic crosstab table.
- 7.n. Print a dynamic crosstab table.
- 7.o. Use spreadsheet and accounting terminologies.

8. Demonstrate combining competencies to complete electronic worksheet projects.

Assessment Strategies

- 8.1. Project
- 8.2. Written Objective Test

Criteria

You will know you are successful when

- 8.1. you create a multiple sheet workbook.
- 8.2. you use formulas in the workbook.
- 8.3. you stylize the workbook.
- 8.4. you generate charts/graphs in the workbook.
- 8.5. you create a macro to analyze "what-if" scenarios.
- 8.6. you create a script, with button, to automate workbook functions.
- 8.7. you print the workbook.

Learning Objectives

- 8.a. Utilize all competencies to complete comprehensive electronic worksheet project.
- 8.b. Demonstrate knowledge of electronic worksheet applications and procedures.
- 8.c. Stylize the workbook.
- 8.d. Print the stylized workbook.
- 8.e. Use spreadsheet and accounting terminologies.