



MASTER COURSE OUTLINE

A. ACCT1021 Excel™ Spreadsheet Applications

B. COURSE DESCRIPTION:

This course includes the use of Microsoft Excel™ as used in accounting-related applications. Accounting applications included in this class are financial statement analysis, budgeting, capital budgeting, loan and bond amortization, and depreciation calculations. Attention is also given to other Excel™ applications such as charting, database applications and pivot tables. This course is part of the Associate in Applied Science -Accounting degree which is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Pre-requisite: BUSO1620, BUSA1060, or equivalent microcomputer competency, or instructor approval.

(3 Cr – 3 lect, 0 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Basic Accounting-related Spreadsheet applications and uses
- Use of spreadsheets for budgets, projections, and calculations
- Using Excel™ as a database tool
- Creating and using pivot tables in Excel™

E. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
<u>**Critical Thinking</u>	Students will be able to gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	The student will successfully 1. create and utilize spreadsheets as commonly used in an accounting environment. 2. identify and apply appropriate Excel™ functions
<u>CS</u>	create and utilize basic accounting spreadsheets.	1. create spreadsheet text, numeric data, formulas, and functions
<u>CS</u>	utilize Excel™ as a database tool.	1. apply Excel™ database functions in accounting applications.
<u>CS</u>	utilize other Excel™ tools, such as pivot tables.	1. create and apply Excel™ pivot tables.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION: Course Code D/Class Maximum 30; Letter Grade

Revision date: 2/27/18

AASC Approval date: 3/6/18

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

Riverland