

ACCT-1551: EXCEL FOR ACCOUNTANTS

Cuyahoga Community College

Viewing: ACCT-1551 : Excel for Accountants

Board of Trustees:

March 2021

Academic Term:

Fall 2021

Subject Code

ACCT - Accounting

Course Number:

1551

Title:

Excel for Accountants

Catalog Description:

Application of Spreadsheet Tools to the Accounting Process and Analysis. This course applies spreadsheet technology and data analysis techniques to the accounting curriculum to provide students a course dedicated to learning and utilizing spreadsheet technology and tools to solve typical accounting, finance and business problems.

Credit Hour(s):

2

Lecture Hour(s):

2

Requisites

Prerequisite and Corequisite

ACCT-1311 Financial Accounting, or ACCT-1020 Applied Accounting.

Outcomes

Course Outcome(s):

Determine appropriate data for analysis to answer questions/problems identified by management/clients.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Apply general concepts and theories to solve accounting issues, distinguishing between relevant and irrelevant information in structured and unstructured problem situations.
2. Exhibit and apply detailed reports using a variety of Excel tools including customization, and Pivot Tables to create useful reports to end users.
3. Perform analysis of detailed data using sort, vlook-up and absolute functions in structured and unstructured problem situations.

Course Outcome(s):

Analyze data using the various tools provided by spreadsheet technology to input, format, sort, and develop financial formulas.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Employ electronic spreadsheet techniques or tools in solving financial accounting problems.
2. Use charts and graphs to portray data in a useful way using unstructured and structured raw data using multiple different chart and graph functions.

Course Outcome(s):

Apply accounting concepts to data for management/client use.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Display financial information in a useful way to end users with the application of sum and auto-sum functions.
2. Analyze data using false, clear, fill and select functions to create relevant data outcomes.

Course Outcome(s):

Apply financial concepts for the determining the Time-Value-of-Money (Investing and Loan Analysis).

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Define the use of PV, FV, NPV and IRR to apply to real time value of money scenarios.
2. Create spreadsheets to depict data using the PV, FV, NPV and IRR functions to create useful output of end users.

Course Outcome(s):

Prepare and present formal and informal reports as financial statements or other common reporting formats.

Essential Learning Outcome Mapping:

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data, tables, charts, or graphs.

Objective(s):

1. Interpret the accounting theory and generally accepted accounting principles (GAAP) underlying the primary financial statements and other management reports.
2. Create financial statements for managers use.
3. Generate a two or more periods of financial statements and compare the outcomes.

Methods of Evaluation:

- A. Course Projects
- B. Course Quizzes
- C. Course Exams

Course Content Outline:

- A. Spreadsheet tour
- B. Spreadsheet basics and data analytics
- C. Financial statement analysis
 1. Ratio analysis
 2. Common-sized financials
 3. Cash receipts and disbursements reporting
- D. Accounting calculations and reports
 1. Depreciation
 2. Accounts receivable analysis

3. Bond valuations
 4. Payroll registers, journal entries and analysis
 5. Cash flow analysis and planning
- E. Financial calculations and reports
1. Loan amortization and analysis
 2. Retirement planning tools and analysis
- F. Tips and tricks
1. Planning the spreadsheet
 2. Formatting data
 3. Quick lookups
 4. Filters and sorting
 5. Pivot tables
 6. Charts and graphs

Resources

Smith, Gaylord. *excel Applications for Accounting Principles*. 4th Ed. Mason, OH: Cengage-South-Western, 2012.

Townsend, Chaney. *Skills for Success with Microsoft Excel 2013*. 1st Ed. Upper Saddle, NJ: Pearson Education, Inc., 2014.

Wood, Kari and Nordell, Randy. *Microsoft Office 2013 in Practice - Excel Complete*. 1st Ed. New York, NY: McGraw-Hill, 2014.

Kunser, Amy. *Microsoft Excel 2013 Comprehensive*. 1st Ed. Upper Saddle, NJ: Pearson Education, Inc., 2014.

Alexander, Michael, and Kusleika, Richard. *Excel 2016 Formulas*. 1st. Wiley, 2016.

The American Institute of CPA's. "Journal of Accountancy" 2021. <https://www.journalofaccountancy.com/issues.html>

AccountingWEB.com. "AccountingWEB.com/Technology/Excel" 2021. <https://www.accountingweb.com/technology/excel>

Weinstein, Eric. *Microsoft Excel for Accounting, Printed Textbook with ebook & eLab*. 17th ed. Labryinth, 2013.

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