

Inver Hills Community College

ACCT 2241: QuickBooks and Excel for Business

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite
ACCT 2101 - Financial Accounting

Corequisites: None

MnTC Goals: None

Introduces QuickBooks accounting software and extensive application of Microsoft Excel electronic spreadsheet applications. After completion of this course the student will be able to record small business transactions in QuickBooks and perform higher level Excel applications and analysis including macros, vlookups, and pivot tables. Requires ACCT 2101 and BUS 1100.

B. COURSE EFFECTIVE DATES: 01/01/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. 5% Create, save, and backup a company files.
2. 15% Maintain customer, vendor, general ledger, and inventory databases.
3. 20% Enter business transactions.
4. 10% Create custom financial customer, vendor, and inventory reports.
5. 5% Download and upload data between Quickbooks and Excel.
6. 30% Create Excel spreadsheets to plan, budget and control business activities.
7. 15% Analyze data in Excel using macros, lookup functions and pivot tables.

D. LEARNING OUTCOMES (General)

1. Demonstrate knowledge of computerized accounting systems.
2. Analyze data and develop solutions to produce required information to make good business decisions.
3. Analyze financial data and prepare management presentations utilizing Microsoft Office tools.
4. Communicate financial and management information effectively in both verbal and written form.
5. Demonstrate knowledge of ethical considerations.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted