

Alexandria Technical and Community College

ACCT 2607: Spreadsheet Applications

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: *.*

Lab Hours/Week: 4

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the use of a computerized spreadsheet system for accounting applications. Topics include writing formulas, completing pre-programmed spreadsheets, and building spreadsheets for various accounting applications.

B. COURSE EFFECTIVE DATES: 11/22/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Formatting
2. Create Formulas
3. Dates
4. Pivot tables
5. IF statements
6. Revisions

D. LEARNING OUTCOMES (General)

1. The learner will prepare complex Excel spreadsheets for ratio analysis, accounts receivable aging, proof of cash, depreciation, and error correction.
2. The learner will prepare complex Excel spreadsheets for cash budget, income statement, balance sheet, and bond amortization and breakeven analysis.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted