# ILLINOIS VALLEY COMMUNITY COLLEGE

## COURSE OUTLINE

### DIVISION:  Workforce Development

### COURSE:  CSS 2200—Advanced Excel

Date:               Spring 2015

Credit Hours:       1

Prerequisite(s):    CSP 1203 or CSS 1200

Delivery Method:    ☒ **Lecture**        **.5 Contact Hours** (1 contact = 1 credit hour)

☐ **Seminar**        **0  Contact Hours** (1 contact = 1 credit hour)

☒ **Lab**            **1.5  Contact Hours** (2 contact = 1 credit hour)

☐ **Clinical**       **0  Contact Hours** (3 contact = 1 credit hour)

☒ **Online**

☒ **Blended**

Offered:  ☐ **Fall**    ☒ **Spring**    ☐ **Summer**

IAI Equivalent –***Only for Transfer Courses***-go to *http://www.itransfer.org*:

**CATALOG DESCRIPTION:**
This is an advanced course in Microsoft Excel 2013 that covers a number of accounting functions along with several advanced problem solving components. Tasks include analysis of financial statements, depreciation calculations, amortizations, cash flow budgets and projections.

## GENERAL EDUCATION GOALS ADDRESSED

*[See the last page of this form for more information.]*

**Upon completion of the course, the student will be able:**

[Choose those goals that apply to this course.]

☒ To apply analytical and problem solving skills to personal, social and professional issues and situations.

☐ To communicate orally and in writing, socially and interpersonally.

☐ To develop an awareness of the contributions made to civilization by the diverse cultures of the world.

☒ To understand and use contemporary technology effectively and to understand its impact on the individual and society.

☐ To work and study effectively both individually and in collaboration with others.

☐ To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.

☐ To develop and maintain a healthy lifestyle physically, mentally, and spiritually.

☐ To appreciate the ongoing values of learning, self-improvement, and career planning.

## EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

*[Outcomes related to course specific goals.]*

**Upon completion of the course, the student will be able to:**

1. Perform basic Excel activities
2. Analyze financial statements
3. Perform depreciation calculations
4. Perform loan and bond amortizations
5. Prepare cash flow budgets
6. Create projections

**Outcome 1 - Upon completion of the course, the student will be able to perform basic Excel activities.**

Competency 1.1 – The student will be able to identify the components of the Excel Window.

Competency 1.2 - The student will be able to use the Help function.

Competency 1.3 - The student will be able to open and save Excel files.

Competency 1.4 - The student will be able to enter, edit and format data.

Competency 1.5 - The student will be able to enter and edit formulas and functions.

Competency 1.6 - The student will be able to use Autofill.

Competency 1.7 - The student will be able to apply absolute and relative formatting.

Competency 1.8 - The student will be able to insert and delete columns and rows.

Competency 1.9 - The student will be able to work with multiple worksheets.

Competency 1.10 – The student will be able to link data to a summary worksheet.

Competency 1.11 - The student will be able to insert headers and footers.

Competency 1.12 - The student will be able to preview print jobs and view formulas.

**Outcome 2 - Upon completion of the course, the student will be able to analyze financial statements.**
Competency 2.1 - The student will be able to perform vertical financial analysis on a worksheet.
Competency 2.2 - The student will be able to create and modify a pie chart of expenses.
Competency 2.3 - The student will be able to perform horizontal financial analysis on a worksheet.
Competency 2.4 - The student will be able to create and modify a 3-D column chart using financial data.
Competency 2.5 - The student will be able to perform ratio analysis on a worksheet.

**Outcome 3 - Upon completion of the course, the student will be able to perform depreciation calculations.**
Competency 3.1 - The student will be able to calculate straight-line depreciation.
Competency 3.2 - The student will be able to perform what-if analysis with a depreciation function.
Competency 3.3 - The student will be able to create a depreciation summary for many assets.
Competency 3.4 - The student will be able to calculate depreciation using double declining balance and sum-of-the-years digits.
Competency 3.5 - The student will be able to create charts to illustrate depreciation expenses.

**Outcome 4 - Upon completion of the course, the student will be able to perform loan and bond amortizations.**
Competency 4.1 - The student will be able to calculate payments to retire a loan using the payment function.
Competency 4.2 - The student will be able to create a loan amortization schedule.
Competency 4.3 - The student will be able to perform what-if analysis with the payment function.
Competency 4.4 – The student will be able to integrate monthly periods into an amortization analysis.
Competency 4.5 - The student will be able to calculate the proceeds of a bond using the present value function.
Competency 4.6 - The student will be able to create a bond amortization schedule.
Competency 4.7 - The student will be able to perform what-if analysis and goal seeking with the present value function.
Competency 4.8 – The student will be able to apply the scenario manager.
Competency 4.9 – The student will be able to use named ranges in a worksheet.

**Outcome 5 - Upon completion of the course, the student will be able to prepare cash flow budgets.**
Competency 5.1 – The student will be able to prepare a sales budget.
Competency 5.2 - The student will be able to prepare an operating cash receipts budget.
Competency 5.3 - The student will be able to prepare a purchases budget.
Competency 5.4 - The student will be able to prepare a sales and administrative expenses budget.
Competency 5.5 - The student will be able to prepare a cash disbursements budget.
Competency 5.6 - The student will be able to prepare a summary cash budget.

Competency 5.7 – The student will be able to perform a what-if analysis and goal seeking with the cash budget.

**Outcome 6 - Upon completion of the course, the student will be able to create projections.**
Competency 6.1 - The student will be able to calculate present and future value analysis.
Competency 6.2 - The student will be able to predict future costs.
Competency 6.3 - The student will be able to calculate an allowance for uncollectible accounts using the aging method.

**COURSE TOPICS AND CONTENT REQUIREMENTS:**
- Use Excel to apply accounting principles.
- Convert data into charts and tables using Quick Data Analysis.
- Analyze data using conditional formatting, sparklines and charts.
- Perform depreciation calculations
- Perform loan and bond amortization
- Prepare cash flow budgets
- Perform one and two-variable analysis on data tables
- Perform complex problems with Excel Solver

**INSTRUCTIONAL METHODS:**
Lecture
Demonstration
Tutorials

**INSTRUCTIONAL MATERIALS:**
Computer projection system with sound
Computer with Windows and Microsoft Excel 2013
Textook CD and Videos
Internet

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION:**
Approximately half of the course grade will be based on assignments and projects. The other half of the course grade will be based on exams. Each exam will have a written and a machine component. Formative evaluations will include quizzes and weekly assignments. Summative evaluations will be made using exams that will cover core concepts using Excel and include a comprehensive final exam.

Read and perform chapter activities
Complete and submit end of chapter assignments
Complete written and hands-on exams

| A | 90% |
|---|---|
| B | 80% |
| C | 70% |
| D | 60% |
| F | Below 60% |

**TEXTBOOK**
Excel & Access for Accounting 2013 4$^{TH}$ Edition. Glenn Owen, (PART ONE). Cengage Learning. ISBN-13: 978-1285183473

**OTHER RESOURCES**

# Course Competency/Assessment Methods Matrix

| CSS 2200 – Advanced Excel | Assessment Options | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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For each competency/outcome place an "X" below the method of assessment to be used.

| Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below. | Assessment of Student Learning | Article Review | Case Studies | Group Projects | Lab Work | Oral Presentations | Pre-Post Tests | Quizzes | Written Exams | Artifact Self Reflection of Growth | Capstone Projects | Comprehensive Written Exit Exam | Course Embedded Questions | Multi-Media Projects | Observation | Writing Samples | Portfolio Evaluation | Real World Projects | Reflective Journals | Applied Application (skills) Test | Oral Exit Interviews | Accreditation Reviews/Reports | Advisory Council Feedback | Employer Surveys | Graduate Surveys | Internship/Practicum /Site Supervisor Evaluation | Licensing Exam | In Class Feedback | Simulation | Interview | Written Report | Assignment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Direct/Indirect | | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | I | I | I | I | D | D | | | | | | |
| Perform basic Excel activities | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Analyze financial statements | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Perform depreciation calculations | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Perform loan and bond amortizations | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Prepare cash flow budgets | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Create projections | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Perform basic Excel activities | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Analyze financial statements | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Perform depreciation calculations | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |
| Perform loan and bond amortizations | | | X | | | | | X | X | | | X | X | | | | | | | | | | | | | | | X | | | | X |