



Course Description

ACG1403 | Excel for Business | 1.00 – 3.00 credits

This course will cover Excel topics relevant to the field of accounting and finance including, but not limited to, VLOOKUP, HLOOKUP, INDEX, MATCH, IF, AND, OR Pivot Tables, Named Ranges, Array Formulas, Custom Number Formats, Conditional Formatting, Absolute References and Keyboard Shortcuts.

Course Competencies:

Competency 1: The student will demonstrate knowledge of Excel spreadsheets by:

1. Developing a spreadsheet with formulas for sum
2. Identifying the numbers by type and number of decimal points
3. Completing a fill-in of data. Creating sub-spreadsheets using tabs

Competency 2: The student will show comprehension of formulas by:

1. Computing averages, present and future values
2. Creating amortization tables

Competency 3: The student will demonstrate knowledge of Pivot Tables and Power Pivot by:

1. Creating a table and filtering data
2. Creating automatic subtotals and totals

Competency 4: The student will apply knowledge about Charts by:

1. Preparing several different types of charts from spreadsheet data
2. Changing the data and creating an updated chart

Competency 5: The student will apply knowledge about What-If by:

1. Computing a sample for data usage
2. Showing how to develop relationships between two variables
3. Creating and analyzing scenarios

Learning Outcomes:

- Use quantitative analytical skills to evaluate and process numerical data
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information