

COURSE PREFIX NO:	ACC 243
COURSE TITLE	COMPUTERTIZED SPREADSHEETS
LEC HRS/WEEK	1.0
LAB HRS/WEEK	0.0
CREDIT HRS/SEMESTER	1.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COUSE DESCRIPTION

This course introduces the use of spreadsheets for solving accounting problems.

COURSE PURPOSE

The purpose of this course is to provide the student with a realistic approach to Excel spreadsheets for accounting purposes. The text/workbook, in conjunction with Microsoft® Excel software and the accompanying problem assignments provided on WebCT, provide a comprehensive package for learning spreadsheets and their applications to accounting.

COURSE COMPETENCIES

Upon successful completion of the course the student should be competent in performing the following tasks:

MODULE I

- Enter and Edit Data
- Create Headers and Footers
- Create a Simple Worksheet
- Copy Data Using Toolbars
- Create Formulas
- Perform File Management
- Format Numbers and Text
- Determine Changing of Font, Patterns, and Colors
- Use Functions
- Conduct a What-if Analysis
- Create Charts

METHODS OF INSTRUCTION

The instructor will provide notes to help students understand what they are to do and when. The student will work through the textbook completing the assigned problems. The instructor will answer questions via the online course and students may make appointments for additional assistance.

ACADEMIC INTEGRITY

The policies stated in the York Technical College Handbook will be enforced. Any students violating the school policy will be subject to academic discipline.

ATTENDANCE POLICY

Traditional student are responsible for attending all scheduled meetings in the course until they have completed all course requirements. Distance learning students are responsible for all material covered and for all assignments made for this class. Any student who decides to withdraw from the course should notify the instructor. A grade of “W” will be given to a student who withdraws by midterm.

EVALUATION STRATEGIES/GRADING PROCEDURE

This course has one module. There are assignments and projects for each chapter, which are 10 percent of the grade. The theory test is 10 percent of the grade and consists of definitions pertaining to spreadsheet applications, specifically Microsoft® Excel. There are two “Hands-on Assessments,” each worth 40 percent of the final course grade for a total of 80 percent of the final course grade.

Module I	
Assignments	10%
Theory Test	10%
Hands on Assessment 1	40%
Hands on Assessment 2	40%
Total	100%

Diskettes and certain printouts must accompany the “Hands-on Assessments.” Printouts must be in proper order as indicated on the assessment and in the condition which one would turn in to an employer.

Any work handed in after the due date will result in a two-point reduction to the final grade for each weekday late. All work must be completed or a grade of “F” will be assigned.

GRADING SCALE

SCORE	GRADE
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
Withdrawn by mid-semester	W

ENTRY LEVEL SKILLS

The student must have an understanding of accounting principles.

PREREQUISITE: ACC 111

CO-REQUISITES: None