

York Technical College Course Information

Course Prefix/Number: ACC 245
Course Title: Accounting Applications
Lecture Hours/Week: 3.0
Lab Hours/Week: 0.0
Credit Hours/Semester: 3.0

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

Course Description:

This course introduces microcomputer accounting using database software and/or electronic spreadsheets.

Entry-Level Skills:

Students are required to have a thorough knowledge of accounting principles.

Course Competencies:

Upon successful completion of this course, the student should be competent to perform the following tasks:

Module 1 – Creating Simple Spreadsheets and Working with @ Functions and Formulas

- Enter Data
- Edit Data
- Perform selection techniques
- Change the Size of the Spreadsheet
- Move Data
- Use Speed fill
- Create Formulas
- Copy Formulas
- Create an Absolute Reference in a Formula
- Use @ Functions

Module 2 – Formatting Worksheets, Completing the Spreadsheet, and Creating Charts

- Change Fonts
- Use Other Formatting Styles
- Format an Entire Page
- Check Spelling
- Save, close and open a Spreadsheet
- Freeze Spreadsheet Titles
- Print a Spreadsheet
- Create and print a Chart
- Modify a Chart
- Move a Chart
- Delete a Chart
- Print a Chart

Module 3 – Solving Accounting Problems using Electronic Spreadsheets

- Create spreadsheet templates to solve various accounting problems.

Minimal Standards/Performance Objectives

Accounting majors must complete all three modules with a minimum grade of “C.” A “D” is a passing grade for non-accounting majors.

Course Requirements

Attendance

The student will complete all assigned activities in a timely manner in accordance with the calendar or schedule provided by the instructor.

Academic Integrity

The student is bound by the policies stated in the York Technical College Catalog and Handbook. A student violating these policies will be subject to academic discipline.

Evaluation Strategies and Grading

Grades will be based on the average of the three module assessments. **Tests must be taken on or before the test date. A grade of zero will be given for any test not taken by the test date. There will be no exceptions.**

The following scale will be the standard:

Score:	Grade:
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
<60	F

Final Grade:

Module 1 Assessment Theory Quiz	20%
Module 2 Assessment Theory Quiz	20%
Module 3 Assessment Assignments Hands On Tests	60%

Prerequisites - None

Co-requisite - ACC 102

Textbook Required