SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: SPREADSHEET MANAGEMENT

CODE NO.: ACC220 SEMESTER: 3

PROGRAM: ACCOUNTING

AUTHOR: JOHN W. MITCHELL

DATE: SEPTEMBER, 1994

PREVIOUS OUTLINE
DATED:

New: X Revision:

APPROVED: _Rose M. Cairo_ 94/05/26
DEAN, SCHOOL OF BUSINESS & DATE
HOSPITALITY

SPREADSHEET MANAGEMENT

Course: Acc 220

Total Credit Hours: 4

Prerequisites: Accounting 108
               EDP 121
               EDP 122

PHILOSOPHY/GOALS:

The emphasis of this course is in the learning of a computer software package and its application to the accounting environment.

STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the participant will be able to :

1.   Demonstrate working knowledge of the operation of the Lotus 123 software package as specified under the learning objectives stated later.

2.   Apply this software package to the accounting environment as presented in ACC 107 and ACC 108.

TOPICS TO BE COVERED:

1.   Terms and commands

2.   Entering and editing of data

3.   Revising and formatting

4.   Graphing

5.   Model building techniques

6.   Database models

7.   Macro usage

8.   Accounting applications

LEARNING OBJECTIVES

The student should be able to:

1.0 Getting started

1.1 Define spreadsheet terms

1.2 Move the cell pointer in the spreadsheet

1.3 Execute commands with function keys and menus

1.4 Save and retrieve files

1.5 Print a copy of a model

2.0 Entering and editing data

2.1 Enter labels and numbers

2.2 Enter formulas

2.3 Demonstrate the concept of ranges

2.4 Edit cells, rows, and columns

3.0 Revising and formatting

3.1 Format a model re. text, value, and column

3.2 Copy and move data on the worksheet

3.3 Explain and specify cell references

4.0 Graphs

4.1 Describe the types of graphs

4.2 Create and display the different types of graphs

4.3 Save and print the different types of graphs

5.0 Model building techniques

5.1 Describe and demonstrate the use of built-in functions

5.2 Describe and demonstrate the use of math operators

5.3 Describe and demonstrate the use of windows and titles
     command

5.4   Employ the advance printing techniques

6.0   Database

6.1   Describe and create a database

6.2   Sort and query a created database

7.0   Macro Usage

7.1   Describe the terms used in macros

7.2   Record macros to store keystrokes

7.3   Name macros and reuse them

8.0   Accounting applications

8.1   Demonstrate the application of spreadsheet techniques
      describe in units 1 through 7 to accounting situations.

REQUIRED RESOURCES:

      Lotus 1-2-3 A Short Course
      Dennis P. Curtin
      Prentice-Hall, 2nd edition

METHOD OF ASSESSMENT:

A) Grading: A+   90% - 100%
                   A   80% - 89%
                   B   70% - 79%
                   C   60% - 69%
                   R   Below 60%   - Repeat the course

B) Testing: All students will be required to complete two tests
   during the course of the term. The total weighting of the two
   tests will represent 70% of the final term grade. Assignments
   to be completed during the semester will represent 30% of the
   final term grade.

      Test #1 - Evaluates the learning objectives under Unit 1
                (Getting started), Unit 2 (Entering and editing
                data), Unit 3 (Revising and formatting), and Unit
                4 (Graphs).

      Test #2 - Evaluates the learning objectives under Unit 5
                (Model building techniques, Unit 6 (Database),

Unit 7 (Macro Usage) and Unit 8 (Accounting applications)

Supplementary
        Test — Evaluates the learning objectives under Units 1
            through 8. this test can be written by a student
            who fails or missed a test during the regular
            semester. The grade received on the supplementary
            test will replace the lowest failed test or a
            missed test.

NOTES TO STUDENTS

    A) Attendance is critical to the participant's success in
       this course.

    B) Your professor reserves the right to modify the course as
       he/she deems necessary to meet the needs of the students.