

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO, CANADA

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

CODE NO.: ACC121 SEMESTER: II

PROGRAM: OFFICE ADMINISTRATION

DATE: 1995 01 01

AUTHOR: SHAWNA DE PLONTY

New: X Revision: _____

APPROVED: *Brian M. Lavoie*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

44/01/05
DATE

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

ACC121
COURSE CODE

COURSE NAME

TOTAL CREDIT HOURS: 16 WEEKS (48 HOURS)

PREREQUISITE(S): ACC120

I. PHILOSOPHY/GOALS

This course provides the student with an opportunity to examine the Lotus 1-2-3 software by a hands-on means of introduction. Students will be introduced to automated accounting concepts. In order to prepare for the work environment, the student will analyze bookkeeping transactions and using these transactions learn accounting concepts for the microcomputer.

II. STUDENT PERFORMANCE OBJECTIVES

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

1. Execute Lotus 1-2-3, describe mode indicators, and utilize quick cursor movements.
2. Define range versus global.
3. Print a partial or complete worksheet, and cell-formulas.
4. Build, save, retrieve, format, copy, and print worksheets.
5. Create a pie chart, line graph, multiple-line graph, scatter graph, simple bar graph, side-by-side bar graph, stack-bar graph, XY graph and assign multiple graphs to the same worksheet.
6. Invoke database functions using sort, query, and link features.
7. Set up chart of accounts, process journal entries, print financial statements, and complete closing entries.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

ACC121
COURSE CODE

COURSE NAME

8. Process accounts receivable and accounts payable using subsidiary ledgers.

III. TOPICS TO BE COVERED

1. Building a Worksheet.
2. Formatting and Printing a Worksheet.
3. Enhancing Your Worksheet.
4. Building Worksheets with Functions and Macros.
5. Graphics with 1-2-3 and Allways.
6. Sorting and Querying a Worksheet Database.
7. Computerized General Ledger.
8. Accounts Payable.
9. Accounts Receivable.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

ACC121

COURSE NAME

COURSE CODE

IV. LEARNING ACTIVITIES REQUIRED RESOURCES

1. BUILDING A WORKSHEET

TEXT - Lotus 1-2-3 - Learning to Use Microcomputer Applications Project 1, pp. L2-L34.

Upon successful completion of this unit, the student will be able to:

- 1.1 Start 1-2-3.
- 1.2 Describe the worksheet.
- 1.3 Move the cell pointer around the worksheet.
- 1.4 Enter labels, numbers, and formulas into a worksheet.
- 1.5 Save a worksheet.
- 1.6 Print the screen image of the worksheet.
- 1.7 Correct errors in a worksheet.
- 1.8 Use the UNDO command.
- 1.9 Answer questions regarding 1-2-3 using the online help facility.
- 1.10 Quit 1-2-3.

Complete questions and assignments in the Student Assignments 1-12, pp. L34-L43.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

Acc 121

COURSE NAME

COURSE CODE

2. FORMATTING AND PRINTING A
WORKSHEET

Upon successful completion of this unit, the student will be able to:

- 2.1 Retrieve a worksheet from disk.
- 2.2 Increase the width of the columns in a worksheet.
- 2.3 Define a range of cells.
- 2.4 Format a worksheet.
- 2.5 Enter repeating characters into a cell using the Backslash key.
- 2.6 Copy one range of cells to another range of cells.
- 2.7 Add the contents of a range using the SUM function.
- 2.8 Determine a percentage.
- 2.9 Print a partial or complete worksheet without window borders.
- 2.10 Print the cell-formulas version of a worksheet.
- 2.11 Display the formulas assigned to cells, rather than their numeric results.

Project 2, pp. L44-L82.

Complete questions and assignments in the Student Assignments 1-12, pp. L83-L91.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

Acc121
COURSE CODE

COURSE NAME

3. ENHANCING YOUR WORKSHEET

Project 3, pp. L92-L142.

Upon successful completion of this unit, the student will be able to:

Complete Student Assignments 1-12, pp. L93-L152.

3.1 Display today's date and time in a worksheet using the NOW function.

3.2 Move a group of rows or columns to another area of the worksheet.

3.3 Insert and delete rows and columns.

3.4 Freeze the horizontal and vertical titles.

3.5 Enter percentage values using the percent sign (%).

3.6 Copy absolute cell addresses.

3.7 Employ the pointing method to enter a range to be summed.

3.8 Print a worksheet in condensed mode.

3.9 Print selected nonadjacent columns.

3.10 Answer what-if questions.

3.11 Switch between manual and automatic recalculation of a worksheet.

3.12 Change the default settings.

3.13 Temporarily exit 1-2-3 and return control to DOS.

3.14 Produce presentation-quality printout using the add-in program Always.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

Acc 121

COURSE NAME

COURSE CODE

4. BUILDING A WORKSHEET WITH
FUNCTIONS AND MACROS

Project 4, pp. L153-L182.

Upon successful completion of this unit, the student will be able to:

Complete Student Assignments 1-11, pp. L182-L191.

4.1 Assign a name to a range and refer to the range in a formula using the assigned name.

4.2 Apply the elementary statistical functions AVG, COUNT, MAX, MIN, STD, and VAR.

4.3 Determine the monthly payment of a loan using the financial function PMT.

4.4 Enter a series of numbers into a range using the Data Fill command.

4.5 Employ the IF function to enter one value or another in a cell on the basis of a condition.

4.6 Determine the present value of an annuity using the financial function PV.

4.7 Determine the future value of an investment using the financial function FV.

4.8 Build a data table to perform what-if analyses.

4.9 Store keystrokes as a macro and execute the macro.

4.10 Use the learn feature of 1-2-3 to enter macros into the worksheet.

4.11 Write program-like macros to automate your worksheet.

4.12 Divide the screen into multiple windows.

4.13 Protect and unprotect cells.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

ACC121

COURSE NAME

COURSE CODE

5. GRAPHING WITH 1-2-3 AND
ALLWAYS

Project 5, pp. L192-L221.

Upon successful completion of
this unit, the student will be
able to:

Complete Student Assignments 1-
8, pp. L222-L227

- 5.1 Create a pie chart.
- 5.2 Create a line graph.
- 5.3 Create a multiple-line
graph.
- 5.4 Create a scatter graph.
- 5.5 Create a simple bar graph.
- 5.6 Create a side-by-side bar
graph.
- 5.7 Create a stack-bar graph.
- 5.8 Create an XY graph.
- 5.9 Assign multiple graphs to
the same worksheet.
- 5.10 Dress up a graph by adding
titles and legends.
- 5.11 Save a graph as a PIC
file.
- 5.12 Save a worksheet with the
graph settings.
- 5.13 Print a graph.
- 5.14 View the current graph and
graphs saved on disk.
- 5.15 Use Allways to place a
graph alongside the data in a
worksheet.

COURSE NAME

COURSE CODE

6. SORTING AND QUERING A WORKSHEET DATABASE

Upon successful completion of this unit, the student will be able to:

6.1 Define the terms database, DBMS, field, field name, and record.

6.2 Differentiate between records in ascending and descending sequence.

6.3 Sort a database on the basis of a primary key.

6.4 Sort a database on the basis of both primary and secondary keys.

6.5 Establish criteria for selecting records in a database.

6.6 Find records in a database that match specified criteria.

6.7 Extract records from a database that match specified criteria.

6.8 Apply the database functions to generate information about the database.

6.9 Utilize the lookup functions to select values from a list or a table.

6.10 Search for strings in the worksheet.

6.11 Replace strings in the worksheet.

Project 6, pp. L228-L251.

Complete Student Assignments, 1-9, L251-L256.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

ACC121

COURSE NAME

COURSE CODE

7. COMPUTERIZED GENERAL LEDGER.

Chapter 1 Introduction
Chapter 2 Computerized General Ledger
Chapter 3 Processing Journal Entries
Chapter 4 Financial Statements & Period End Closing

TEXT - AUTOMATED ACCOUNTING FOR THE MICROCOMPUTER

Part 1-2, pp. 3-114
Student exercise, pp. 15-17
Student exercise, pp. 41-42
General Ledger problem 2-1, pp. 43-46
Student exercise, pp. 71-72
General Ledger problem 3-1, pp. 73-78
Student exercise, pp. 97
General Ledger problem 4-1, 99-103

Project I, pp. 105-114

8. ACCOUNTS PAYABLE.

Chapter 5 Starting Computerized Accounts Payable Transactions
Chapter 6 Processing Accounts Payable Transactions

Part 3, pp. 115-190
Student exercise, pp. 131-132
Accounts Payable problem 5-1, pp. 133-136
Student exercise, pp. 169-170
Accounts Payable transaction problem 6-1, pp. 171-174

Project II, pp. 175-190

9. ACCOUNTS RECEIVABLE.

Chapter 7 Starting Computerized Accounts Receivable
Chapter 8 Processing Accounts Receivable Transactions

Part 4, pp. 191-252
Student exercise, pp. 207-208
Accounts Receivable problem 7-1, pp. 209-212
Student exercise, pp. 247-248
Accounts Receivable problem 8-1, pp. 249-252

Project III, pp. 253-270

Automated Accounting test

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

ACC 121
COURSE CODE

COURSE NAME

V. REQUIRED STUDENT RESOURCES

Shelly, Cashman, Quasney, Lotus 1-2-3, Learning to Use
Microcomputer Applications. Danvers, Massachusetts.
South-Western Publishing Company. 1992.

Baker-Allen-Klooster, Automated Accounting for the
Microcomputer. Scarborough, Ontario. Nelson Canada.
1990

3 3 1/2" high density disks.

VI. METHOD OF EVALUATION

FINAL GRADE REPORTING

A+	90% - 100%	Consistently outstanding
A	80% - 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60% - 69%	Satisfactory
R	Below 60%	Repeat - objectives have not been met

EVALUATION

Automated Accounting assignments	20%
Automated Accounting test	20%
Lotus 1-2-3 Assignments/projects	20%
Lotus 1-2-3 test #1	20%
Lotus 1-2-3 test #2	20%
	<u>100%</u>

The Automated Accounting assignments and test comprise a grade of 40% of the final ACC120 grade. The other 60% is derived from the Lotus 1-2-3 portion of the course.

GUIDELINES RE GRADING:

ASSIGNMENTS: 100% completion of all assignments is expected. No extension will be given unless a valid reason is provided in advance.

INTRODUCTION TO SPREADSHEETS AND
AUTOMATED ACCOUNTING

Acc121

COURSE NAME

COURSE CODE

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

TESTS: If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the teacher prior to the test or as soon as possible and provide an explanation which is acceptable to the teacher. In cases where the student has contacted the teacher and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the students has not contacted the teacher, the student will receive a mark of "0" on that test.